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BILL DRAFTING MANUAL

1998

Published by
Montana Legislative Services Division
State Capitol, Room 138
Helena MT 59620-1706



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Preface

The first Bill Drafting Manual was written by the Legislative Council staff during the 1960-61 interim to provide a uniform standard for bill drafting. Its main purpose was to provide the drafter with a reference source to the requirements of Senate and House rules, statutes, the Constitution, and case law, as well as suggestions on the mechanics, technique, and style of legislative drafting.

Our purpose remains the same. The Legislative Services Division staff directs your attention especially to the table of contents, the examples in the appendices, and the index. They can be very helpful in locating information pertinent to your needs.

Montana's Bill Drafting Manual is revised each interim in order to incorporate recent changes. We hope you find the manual useful.

Gregory J. Petesch
Code Commissioner and
Director of Legal Services

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Chapter 1

Bill Drafting Generally

1-1. Policy and the Bill Drafter.

Bills may be drafted for various persons and groups by bill drafters. Some bills are drafted by the Legislative Services Division staff at the request of a legislator or committee, some are drafted by personnel of departments of state government, and some are drafted by counsel retained by private individuals or groups. Bills requested by an agency or a committee must be preintroduced. Preintroduction is accomplished by having an individual legislator file a preintroduction form. A copy of the form is contained in Appendix U.

The drafter's function is to translate the objectives and policies of the person or group for whom the bill is drafted into clear, concise language. The drafter may not express personal thoughts or promote self-interest but must remain an impartial technician. To do otherwise is to risk drafting legislation containing ideas or implications not intended by the person for whom the bill is drafted.

1-2. Constitutionality — Statutory Provisions.

A bill is, in essence, a proposed statute. A statute is the vehicle by which the Legislature exercises its lawmaking power. The United States and Montana Constitutions are the fundamental law upon which our government is based, and any statute enacted by the Legislature must conform to them. Aside from the constraints of physical reality, the Legislature's lawmaking power is limited only by these two Constitutions and by federal statutes. Under the Supremacy Clause (Art. VI) of the U.S. Constitution, any act of Congress that is not itself in violation of the U.S. Constitution may not be contravened by a state legislature. Thousands of volumes have been written on the subject of constitutionality of statutes. However, the purpose of this manual is not to provide an exhaustive discussion of these problems as they may be encountered in bill drafting but to emphasize that constitutionality is a paramount consideration and to bring to the reader's attention a few of the more frequently recurring problems. At a minimum, all bill drafters should periodically review the entire Montana Constitution, which contains many of the same provisions as the U.S. Constitution,

and then refresh their memories by referring to the Constitutions whenever a potential problem surfaces. The bill drafter is in a unique position with relation to the public sector in general and the legal community in particular because the drafter has the opportunity, with the concurrence of the bill requestor, to forestall constitutional difficulties before they cause confusion, litigation, and expense. Frequently, a bill can be drafted to avoid an inherent constitutional problem while still accomplishing the basic goals of the requestor. Many bill drafting requests arise from a particular problem as perceived by an individual or relatively small interest group. The legislator/requestor who is solicited to provide a legislative remedy often wishes only to address the particular problem with a minimum of governmental expense and interference. For these reasons, problems involving equal protection of the law (Art. II, sec. 4, Mont. Const.) and special legislation (Art. V, sec. 12, Mont. Const.) tend to recur. Underlying these provisions is the basic precept that state policy should be made to apply evenhandedly to all persons. These provisions, however, are not absolute prohibitions of all forms of discrimination. The courts will apply various standards under these provisions, depending upon the purpose of the statute and its relationship to the type of discrimination proposed, whether the discrimination involves a suspect classification (e.g., race), whether a fundamental right (e.g., free speech) is adversely affected, or upon other considerations. Suffice it to say that whenever a requested bill draft would, if passed and approved, confer a benefit or impose a burden on certain individuals, groups, or classes of persons to the exclusion of others, the drafter should consider the constitutional implications.

Because the Legislature is only in session periodically and because of the demands of an increasingly complex and technical society, the Legislature sometimes finds it appropriate to delegate some of its power to another entity. Under the separation of powers doctrine, a branch of government may not exercise the powers properly belonging to another branch (Art. III, sec. 1, Mont. Const.). The Legislature may provide for Executive Branch discretion in carrying out the law only if it provides sufficient statutory standards and criteria to guide the executive agency (*In re Gate City S&L Ass'n*, 182 M 361, 597 P2d 84 (1979), for insufficient guidelines, and *Grossman v. St.*, 209 M 427, 682 P2d 1319 (1984), for sufficient guidelines). Such guidance is particularly important in the context of administrative rulemaking through which the power to make legislative rules having the force of law may be delegated. (See discussion of bills granting rulemaking power in section 6-2.) On the other hand, the Legislature generally may not interfere with the Executive Branch in the purely administrative aspects of carrying out the law, such as by imposing a hiring freeze or otherwise making specific staffing and resource allocation decisions (*In re Opinion of the Justices to the Governor*, 341 NE 2d 354 (1976); *Anderson v. Lamm*, 195 Colo. 437, 579 P2d 620 (1978)). Further, the Legislature, within its sphere of power, must act as an entire body and may not

delegate final decisionmaking authority to a legislative committee (*State ex rel. Judge v. Legislative Fin. Comm.*, 168 M 470, 543 P2d 1317 (1975)).

Legislative power and responsibility may not be abdicated to private organizations (*St. v. Holland*, 37 M 393, 96 P 719 (1908)) or to the federal government (*Lee v. St.*, 195 M 1, 635 P2d 1282 (1981), rehearing denied, 38 St. Rep. 1931 (1981)). It is a common temptation to simply incorporate the regulations of a private organization or federal laws or regulations into the Montana law by reference. There is no infirmity in incorporating such laws or regulations as they exist at the time of the Montana enactment. The problem lies in referentially incorporating future changes in those laws or regulations (i.e., as they may be amended from time to time) because this has the effect of allowing an entity other than the state Legislature to amend Montana law.

Sections 1-2-112 and 1-2-113, MCA, prohibit the Legislature from imposing new duties on local governments and school districts without providing funding to cover the costs of the new duties. The means to finance the new duties cannot include an increase in mill levies unless Initiative Measure No. 105 ("I-105", codified as section 15-10-412, MCA) is amended. The 1995 Legislature enacted section 1-2-114, MCA, prohibiting even the introduction of a bill that increases local government or school district duties without providing the requisite funding. The 1995 Legislature also enacted section 1-2-115, MCA, which provides a means for local governments and school districts to avoid the requirements of any bill that is passed in violation of section 1-2-112 or 1-2-113, MCA.

The bill drafter should avoid referential incorporation of laws or regulations "as amended"; further, when referentially incorporating such laws or regulations as they exist at the time of enactment, this incorporation should be expressly stated (e.g., "Eligibility criteria are those provided for in 35 U.S.C. 405, as that statute reads on [the effective date of this act]"). For a statutory treatment of the problem of incorporation by reference in the administrative rulemaking context, see section 2-4-307, MCA. Incorporation by reference of other MCA sections does not present constitutional problems and can often be used to good advantage. (See Internal References, section 2-18.)

For discussion of the constitutional provision dealing with bill titles, see section 4-4.

1-3. Indian Issues.

The bill drafter should consider whether the new legislation could affect the Montana Indian tribes. Certain topics, including mining, hunting, fishing, gambling, adoption, and taxation, may affect the Montana tribes. The Legislative Services Division has prepared standard language to provide notification to the tribes—one form for general issues, to be sent to all tribes, and one form for land issues, thus

excluding the Little Shell Band of Chippewa (currently landless). See Appendix P for examples of these forms.

Additionally, the bill drafter should be aware that because of the special status of tribal governments and certain attributes of tribal sovereignty, the Legislature may not impose mandates on tribal governments.

If a bill relates only to one specific tribe, it is preferable to use the tribal name whenever possible (i.e., "Crow tribe" or "Blackfeet tribe" in Code; "Crow Tribe" or "Blackfeet Tribe" in resolutions). Otherwise, the term "Indian" is preferred. Use of the term "Native American" is discouraged because it is very broad and can properly apply to anyone born in America.

If a bill amends or establishes a program in which tribal governments may be interested in participating, the applicable definition section may need to include a definition of "tribal government". The term is usually defined as "a federally recognized Indian tribe located within the boundaries of the state of Montana". With the exception of the Little Shell Band of Chippewa, all tribes in Montana are federally recognized. Federal recognition acknowledges the special relationship existing between the federal government and a tribe, recognizes the inherent rights and self-governing powers of the tribe, and confers specific benefits and services on the tribe through various federal laws.

1-4. Research and Drafting.

Research and organizing are steps inherent in all writing. Bill drafting is no exception.

Occasionally a drafter will have the facts and law sufficiently well in mind so that drafting can be done with little research. However, the precision and complexity of the law usually require research.

The extent of research required depends on the complexity of the drafting problem. The drafter must define that problem and then determine how to achieve the purpose of the bill.

Analysis of the problem to be solved will enable the drafter to determine the sources to consult for more information. Sources of information that must be considered by the drafter include the state and federal Constitutions (see Constitutionality — Statutory Provisions, section 1-2); existing federal, state, or local statutes; case law; pending law; and applicable federal, state, or local regulations.

The importance of reviewing existing state statutes in the area of law to which the draft relates cannot be overemphasized. Omission of this step often results in conflict, overlap, or redundancy, thus creating more problems than are solved. Therefore, a determination as to which existing statutes, if any, should be repealed or amended must be made

with regard to every bill draft. (See Use of Online Internal Reference List, section 1-8.)

Research preparation must be as thorough as time allows. A thorough understanding of the legal and practical factors involved in a bill is necessary to ensure production of a bill that will accomplish the purpose of its proponent. The drafter has a professional obligation to advise the proponent of possible legal or practical problems of which the drafter is aware.

No one can tell the drafter when enough research is done. The drafter must determine when to stop gathering information and start writing.

1-5. Organization.

Organize the information at hand. Develop an outline that places the elements of the problem in a logical pattern. A bill for only a simple amendment to existing law will present no organizational problem. A major new body of law will require considerable effort to guarantee clarity. Some bill parts are so common that their placement in a bill has been standardized. A drafter must be familiar with the standard bill format discussed in Chapter 4 of this manual before beginning to organize the bill.

Begin to draft the bill when the work is outlined. Rewrite the bill as often as is necessary to achieve clarity, coherence, and unity. Revise the organization of the bill if revision contributes to clarity.

1-6. Timesavers.

There are several timesavers that may be used in preparing a draft bill.

(1) (a) The Legislative Services Division staff requires that all MCA statute text be downloaded from the most recent database (on CD-ROM) prepared by the Legislative Services Division. In a section of statute text, new material must be shown as underlined and deleted material must be shown as stricken. Under each downloaded section, there will appear a list of any MCA locations that contain references to that section. The drafter is responsible for checking the sections containing the references and including in the bill draft any necessary amendments to those sections. (See Use of Online Internal Reference List, section 1-8.)

(b) If it is impossible to download statute text from the Legislative Services Division's database, the drafter should use the "cut-and-paste" method by taping on a separate sheet of paper a copy of the *most recent version* of each MCA section to be amended and by indicating new language and deletions in red pen on the copy. A drafter using this method is responsible for including all affected sections from the online internal reference list. (See section 1-8.)

(2) Material that is completely new and that does not amend an MCA section should not be underlined.

(3) The Legislative Services Division provides computer drafting aids, called macros, that streamline the drafting process. Various standard phrases and "housekeeping" (noncodified) sections, such as an effective date or severability section, are available to drafters who use the Legislative Services Division database.

(4) When using the cut-and-paste method to draft a large or complex bill, it may be useful to place each section on a separate sheet of paper and rearrange the sections until a cohesive draft is prepared. Under either the downloaded or the cut-and-paste method, section numbers and internal references should not be filled in until the final arrangement is reached.

(5) At the end of the bill draft, write "End" so that it will be clear that it is the end of the bill. Often, there are copies of background material, preliminary drafts, or other documents attached. (Please include a photocopy of the title page and the section text of any non-Montana act actually cited in the bill draft text.)

(6) Bill drafts may be submitted to the Legislative Services Division by electronic mail (preferred) or on DOS-formatted diskettes. Although the Legislative Services Division uses WordPerfect word processing software, files from other word processing formats may be converted to WordPerfect. (If a drafter has a question concerning file compatibility, contact the Legislative Services Division.) Bill drafts may also be submitted by telefacsimile transmission. The phone number for the Legislative Services Division telefacsimile machine is 444-3036. If this method is used, the drafter is requested to also submit an original version of the bill draft because a telefacsimile copy is often difficult to read and may not be fully transmitted.

1-7. Drafting Aids.

The following serve as aids in drafting bills:

(1) Other Montana statutes. Without creating a potential conflict or overlap, a bill may be patterned after existing law. For example, when drafting a bill creating a board to license a particular occupation, the drafter should examine various licensing laws for a suitable model. The drafter, however, must be very careful to make all necessary adjustments to such a model. Not only is it a rare case that allows near verbatim use of existing law in a bill draft, but existing statutes are sometimes poorly organized and unclearly worded; this is particularly true of very old statutes.

(2) Similarly, bills introduced in past sessions may be helpful. The subject indexes of Senate and House journals or the *History and Final Status* may be used to determine whether a bill on a particular topic was introduced in that session and, if so, the bill's number. The Office

of the Secretary of State has copies of all introduced bills for all past sessions. All versions of bills from the prior session are contained on the session CD-ROM prepared by the Legislative Services Division.

(3) The printed reports and the online system that displays Bill Draft Requests by Subject and Introduced Bills by Subject can be referenced to see whether an identical or similar bill draft or bill has been requested or introduced. Each of these information sources groups bill drafts and bills under a specific subject. The short titles can then be checked to help detect similar bills. These services are available in early November prior to a session.

(4) Comparison of laws of other states on the same subject is usually very beneficial. In following a law from another state, the drafter must be very careful to make the bill language conform to Montana law and to good drafting practice and style. (Be especially careful to check the Constitutions of both states. What is constitutional in another state may not be constitutional in Montana.) If the draft submitted to the Legislative Services Division is drawn from another state, attach a note so indicating. (If the bill becomes law, this information will be used in a "Source" compiler's comment included in the MCA Annotations.) Also, include a photocopy of the title page and the section text of any non-Montana material actually cited in the bill draft.

(5) A list of uniform and model acts and the latest volume of *Suggested State Legislation* should be checked to see if a uniform act (which is intended to be followed exactly in substance), a model act, or a suggested act could be used as a guide. If not readily apparent from the draft, a note indicating the source of the draft should be attached as explained in (4) above.

(6) If time permits, the drafter should consult with experts in the field affected. If the bill affects a governmental or state agency, a conference or discussion with an appropriate staff member from the agency is very helpful and a draft of the proposal may be sent to the agency for comment.

(7) See Chapter 9 for a list of constitutional and statutory provisions and legislative rules relating to bills.

1-8. Use of Online Internal Reference List.

When amending or repealing an MCA section, the drafter must check the online internal reference list. This list is available to drafters who have the capability to download MCA sections from the Legislative Services Division database. The drafter may use a macro to access a list of references to any particular MCA section.

Also, whenever an MCA section is downloaded, any references to that section will be displayed directly below it. This should act as a reminder for the drafter to carefully check the listed sections to determine

whether any of them should be amended (and therefore be included in the bill draft).

A drafter who needs information from the online internal reference list but who does not have access to the Legislative Services Division database should contact the Legislative Services Division.

EXAMPLE 1: The internal reference list for section 30-4-104, MCA, appears as follows:

Internal References to 30-4-104:

30-3-102	30-3-102	30-3-102
30-3-102	30-3-102	30-3-102
30-4A-105	30-4A-105	30-4A-105

In the example above, references to section 30-4-104 appear six times in section 30-3-102, as indicated by the six listings of section 30-3-102. References to section 30-4-104 appear three times in section 30-4A-105.

When amending section 30-4-104, the drafter must read sections 30-3-102 and 30-4A-105 to determine whether the amendment to section 30-4-104 affects those sections. If a drafter is repealing section 30-4-104, it is mandatory that each section that refers to section 30-4-104 be amended to delete the references and to make any other necessary modifications.

EXAMPLE 2: The internal reference list for section 85-7-1832, MCA, appears as follows:

Internal References to 85-7-1832:

85-7-1833*

In the example above, the asterisk indicates that a reference to section 85-7-1832 does not actually appear in section 85-7-1833 but is included in a larger reference, such as “85-7-1831 through 85-7-1833”. If section 85-7-1832 is repealed or if it is amended so that the reference is no longer accurate, “85-7-1831 through 85-7-1833” must be amended to read “85-7-1831 and 85-7-1833”.

The drafter must be extremely careful when renumbering subsections within a section. For instance, if the drafter changes “1-1-101(2)(b)” to “1-1-101(3)(c)”, all references within that section and in other statutes to “1-1-101(2)(b)” and to subsequent subsections of section 1-1-101 are rendered erroneous.

When renumbering subsections within a section, the entire section must be read carefully for references to subsections, such as “subsection (3)”. Such references are not listed on the online internal reference list because the entire section number does not appear in the reference; only the subsection number appears.

In the same manner, all references in other statutes to the reoutlined section must be checked for such phrases as “subsection (2)(b) of

1-1-101” or “1-1-101(2)(b)”. The drafter should use the online reference list to check and amend, if necessary, the appropriate sections.

1-9. Bill Drafter Checklist.

Appendix S and the “Bill Drafting Request” form (available upon request from the Legislative Services Division) provide a “Bill Drafter Checklist” that will aid the drafter in ensuring that essential matters have been considered. The completed checklist will also provide the Legislative Services Division and the Legislature with useful information. If the drafter does not have a “Bill Drafting Request” form, the checklist in Appendix S should be copied, filled out, and attached to any bill draft submitted to the Legislative Services Division. Each item on the list calls for a “yes”, “no”, or “N/A” (not applicable) entry.

Chapter 2

Style and Language

2-1. Introduction.

Bills should be written in a simple, clear, and direct style, phrased for the common reader as well as for the political or legal expert.

A poorly drafted, ambiguous bill will waste the time of citizens affected, confuse those charged with its administration, lead to litigation, and likely fail to accomplish the purpose of the requestor. Good drafting requires concise wording that is understandable by a person who has no special knowledge of the subject.

If wording in a bill has to be paraphrased to make it intelligible to a nonexpert, it needs revising. In Montana, the common-law tradition has manifested itself in the timeworn, nonessential phrases and rhetorical flourishes found in our older legislative enactments. The suggestions contained in this chapter are designed to help the drafter avoid the most common faults in style and language evident in some of our present law.

As authority for basic rules of writing, the Legislative Services Division uses the latest edition of the *United States Government Printing Office Style Manual* and the *Gregg Reference Manual, Eighth Edition*, by William A. Sabin. Compounding of words is done according to the *Style Manual* and according to agency guidelines.

Generally, the ordinary rules of grammar apply to legislative writing; however, in a few instances a departure from common usage is followed.

2-2. Word Choice Generally.

The objective in legislative drafting is to make the final product as precise and understandable as possible. There are hundreds of expressions, legal and otherwise, that can be simplified. In general:

- (1) never use a long word if a short one will do;
- (2) if it is possible to omit a word and preserve the desired meaning, always omit it; and

(3) never use a foreign phrase, a scientific word, or a jargon word if there is an everyday English equivalent.

Remember that the bill must be both precise and clear. While striving for unstilted, clear, natural expression, the drafter must avoid becoming conversational. In conversation, the speaker reserves the right to explain what is meant. No such right is granted the drafter. The entire meaning of a bill could be determined by the choice of one key word, so words must be chosen carefully.

An example of the kind of word choice to avoid is the conversational verb construct. This verb form appears most regularly as the combination of an accepted verbal base ("speed") and an accepted preposition ("up"). The resulting formulation ("speed up") is a conversational term unacceptable in bill drafting.

2-3. Tense.

Use the present tense. The law speaks in the present, and each law is designed to give a rule for the continuing present. The present tense is a simple and natural form of expression. "The present tense includes the future as well as the present." (See section 1-2-105(1), MCA.)

preferred

A defendant in a criminal action is presumed to be innocent until the contrary is proved. When there is reasonable doubt whether guilt is satisfactorily shown, the defendant is entitled to an acquittal. (Present tense)

avoid

A defendant in a criminal action shall be presumed to be innocent until the contrary shall be proved. When there is reasonable doubt whether guilt shall be satisfactorily shown, the defendant shall be entitled to an acquittal. (Future tense)

2-4. Mood.

Use the indicative mood. The drafter should avoid using the false imperative. The word "shall" should not be used to state a legal result or fact.

preferred

The term "commission" means the water commission.

avoid

The term "commission" shall mean the water commission.

preferred

A person who violates [sections 1 through 5] is guilty of a misdemeanor.

avoid

A person who violates [sections 1 through 5] shall be guilty of a misdemeanor.

2-5. Shall, Must, and May.

Avoid using will, should, and ought.

Shall

Use “shall” when imposing a duty on a person or entity. (Active) (See exception in section 4-16.)

The licensee (department, judge, court) shall give the debtor a copy of the signed contract.

Must

Use “must” when the subject is a thing rather than a person or entity. (Passive)

preferred

The information must be set forth in the application.

avoid

The information shall be set forth in the application.

preferred

The application must contain the applicant's name.

avoid

The application shall contain the applicant's name.

Use “must” when the subject is a person or entity that is acted upon. (Passive)

preferred

The judge must receive the application by the deadline.

avoid

The judge shall receive the application by the deadline.

Use “must” to express requirements about what a person or an entity must be or have rather than what a person or entity must do.

preferred A candidate must be a resident of the county.

avoid A candidate shall be a resident of the county.

preferred The applicant must have a master's degree.

avoid The applicant shall have a master's degree.

May

Use "may" to confer a discretionary power, privilege, or right.

The applicant may renew the application.

May not

Use "may not" to express a prohibition.

Use "may not" if the verb that it qualifies is in the active voice.

preferred The applicant may not submit more than one application.

avoid The applicant must not submit more than one application.

preferred The applicant may not be a convicted embezzler.

avoid The applicant shall not be a convicted embezzler.

Mandates and prohibitions

When qualifying a verb in the active voice, "shall" is used as mandatory and "may not" or "may only" as prohibitory.

preferred The applicant shall sign the application.

avoid The applicant must sign the application.

preferred The applicant may not submit more than one application.

avoid The applicant must not submit more than one application.

avoid The applicant shall not submit more than one application.

preferred The applicant may submit only one application.

Whenever possible, use “shall” only in an imperative or mandatory sense and “may” in a permissive sense. When a right, privilege, or power is conferred, “may” should be used.

Do not use “shall” to confer a right because that implies a duty to enjoy the right.

preferred The officer is entitled to an annual salary of \$40,000.

avoid The officer shall receive an annual salary of \$40,000.

preferred The annual salary is \$40,000.

avoid The annual salary shall be \$40,000.

2-6. Negatives.

“Nor” may be used alone as a conjunction or with “neither”.

Do not use “nor” in the same clause with any other negative; use “or” instead.

correct There are no pens or pencils in the store-room.

incorrect There are no pens *nor* pencils in the store-room.

2-7. Voice.

Whenever possible, draft in the active voice instead of the passive.

preferred The board shall appoint a director. (Active)

avoid A director must be appointed by the board. (Passive)

The active voice gives the agent, the doer, its logical position before the verb.

2-8. Number.

Use the singular instead of the plural when possible. The singular includes the plural. (See section 1-2-105(3), MCA.)

preferred

A defendant in a criminal action is presumed innocent until the contrary is proved.
(Singular)

avoid

Defendants in criminal actions are presumed innocent until the contrary is proved.
(Plural)

2-9. Articles and Demonstrative Adjectives.

"A person who violates" is preferred to "any person who violates", "each person who violates", or "all persons who violate". Consistent use of the articles "a" or "an" results in smoother writing and more precise expression.

There are phrases that require the indefinite article to be omitted, especially after a negative. The negative supersedes the article by including it. An example is "No more expeditious way can be found", not "No more expeditious a way". Whenever possible, the extra article should be avoided.

"Such" or "said", as in "such person" or "said board", should also be avoided. "Said" is archaic and should never be used. Usually "such" can be avoided by referring to "the board", "an institution", "a person", "these laws", etc., or by employing the appropriate pronoun, such as "it". However, "such" may be occasionally needed to identify the thing to which it refers and should be used if necessary to avoid ambiguity.

2-10. Pronouns.

Use a pronoun only if its antecedent is unmistakable. A pronoun must agree with its antecedent (the word for which the pronoun stands) in number and person.

Use a plural pronoun when the antecedent consists of two nouns joined by "and" and a singular pronoun when the antecedent consists of two singular nouns joined by "or" or "nor". When "or" or "nor" joins a singular noun and a plural noun, a pronoun should agree in number with the nearer noun. However, strict application of this rule can distort meaning, so it is usually best to try to make the construction plural.

avoid

The parents or guardian of a person alleged to be developmentally disabled has the right to have the person examined by a professional person of his choice ("his" supposedly refers to "guardian" but could also refer to the developmentally disabled person).

preferred

The parents or guardians of a person alleged to be developmentally disabled have the right to have the person examined by a professional person of their choice.

2-11. Gender.

The Legislative Council has adopted a policy that all bills be drafted using gender-neutral terms. For example, in referring to a person who writes a statute, refer to the "drafter", not the "draftsman". An example of this type of gender neutrality can be found in the Workers' Compensation Act, in which the term "workers' compensation" was formerly referred to as "workmen's compensation". Creating an artificial gender-neutral term is unacceptable. Referring to a presiding officer as a "chair" or "chairperson" is an example of the use of an artificial designation. Use "presiding officer" instead.

Do not use gender-based pronouns. There are two easy methods that the drafter may employ to avoid using gender-based pronouns. The first method omits the use of the pronoun. For example, instead of saying "A board member is entitled to \$50 for each day that he attends a board meeting", say "A board member is entitled to \$50 for each day of attendance at a board meeting". The second method is to repeat the noun instead of the pronoun. For example, instead of saying "If the director determines that the plan does not meet statutory requirements, he shall adopt a temporary plan", say "If the director determines that the plan does not meet statutory requirements, the director shall adopt a temporary plan".

The use of a combination of gender-specific pronouns is not an acceptable method of using gender-neutral language. For example, a drafter may not use "he or she", "his or her", or "he/she".

WAYS TO MAKE TERMS GENDER-NEUTRAL

OLD TERM

actor

airman

alderman

boatman

GENDER-NEUTRAL TERM

no change

aircrew member

city council member

boater

OLD TERM

bondsman
 brakeman
 brother
 brotherhood
 busboy
 businessman
 businessmen
 care of himself
 chainman
 chairman
 clergyman
 co-ed
 committeeman
 congressman
 councilman
 craftsman
 dairyman
 daughter
 doorman
 draftsman
 eight-man board
 enlisted man
 entryman
 father
 ferryman
 fieldman
 fireman
 fisherman
 flagman
 foreman
 foreman (jury)
 fraternal organizations
 fraternity

GENDER-NEUTRAL TERM

bonding agent
 brake tender
 sibling
 fraternal organization
 busperson
 business person
 business people (persons)
 provide self-care
 surveyor's assistant
 presiding officer (not chair)
 member of the clergy
 student
 committee member
 member of the house
 of representatives
 council member
 skilled worker or artisan
 dairy producer
 child
 door attendant
 drafter
 eight-member board
 enlisted person
 no change
 parent (some exceptions)
 ferry operator
 field worker
 firefighter
 angler
 flag person
 lead supervisor
 jury supervisor
 no change
 no change

OLD TERM

grandfather, grandmother

grandfather clause

guardsmen

headmaster

his own

holds himself out to be

housewife

human

husband

husbandry

journeyman

landlord

layman's terms

layman

maiden name

mailman, postman

manhole

man-induced

mankind

manmade

manned, unmanned

manpower

manslaughter

marksmanship

materialman's lien

matron

midwife

militiaman

mother

GENDER-NEUTRAL TERM

grandparent

no change

guard members

no change

the person's own

a person represents to the
public that the person is

homemaker (not housespouse)

no change

spouse

no change

no change

no change

plain language

lay person

birth name

mail carrier

no change

artificially induced

humanity, humankind, the
human race, people, societyartificial, synthetic, constructed,
manufactured (changes
caused by human activity)

staffed, unstaffed

personnel, staffing, workforce,
labor force, labor supply

no change

no change

use "construction lien" if
possible

jail guard

no change

militia member

parent (some exceptions)

OLD TERM

motorman

nurseryman

nursemaid

ombudsman

parts man

patrolman

poetess

policeman

postmaster

poundmaster

quartermaster

remainderman

repairman

salesman, salesmen

serviceman

signal man

sister

son

spokesman

sportsman

statesman

stepfather, stepmother

stockman

supporting himself

thresherman

tillerman

tradesman

GENDER-NEUTRAL TERM

driver

nursery operator

child-care provider

no change

parts person

patrol officer

poet

police officer

no change

no change

no change

no change

repair worker

repairer

salesperson, salespeople

service member

signaler

sibling

child

representative

hunter or angler

sports-interested person

recreational user

outdoor recreationist

conservationist

government leader

stepparent

stockgrower

providing self-support

thresher

tiller operator

skilled worker

OLD TERM

trainman

unable to care for himself

vestryman

warehouseman

watchman

weighmaster

widow, widower

wife

workmanlike, workmanship

workingmen

yardmen

GENDER-NEUTRAL TERM

train operator

train worker

train crew member

unable to provide self-care

vestry member

warehouse agent

warehouse worker

warehouse operator

security guard

no change

surviving spouse

spouse

no change

workers

yard workers

2-12. Redundant Adjectives and Adverbs.

Avoid adjectives such as “real”, “true”, and “actual” and adverbs such as “duly” and “properly”. Since these ideas are normally implied, expressing them in some instances creates doubt that they are implied elsewhere. (Reed Dickerson, *Legislative Drafting*, page 87.)

preferred

The applicant shall write the applicant's age in the appropriate blank.

avoid

The applicant shall write the applicant's actual age in the appropriate blank.

2-13. Consistency.

To avoid confusion, the drafter must also be consistent in word usage. For instance, if the drafter uses “employee” in one section, “worker” should not be used in another section merely for the sake of literary variety. (“Poetic licenses” are never issued to bill drafters.) Also, the drafter should not use the same word to denote different things.

2-14. Provisos.

Provisos are clauses introduced by “provided, however”, “provided that”, “provided further”, and “provided always”; they should be avoided.

The word “provided” has been so overworked in legislative drafting that it has no definite meaning. Little, if any, significance is given to the word “provided”. It must be defined by the court before it can be interpreted. “The word ‘provided’, when used in a legislative enactment, may create a condition, limitation, or exception to the Act itself, or it may be used merely as a conjunction meaning ‘and’ or ‘before’, and as to what sense the word was used must be determined from the context of the Act.” (*State ex rel. Bd. of County Comm’rs v. Bruce*, 104 M 500, 516, 69 P2d 97 (1937))

Introduce an exception or limitation with “except that”, “but”, or “however” or, better yet, simply start a new sentence. If there are many conditions or exceptions, they should be placed in a separate subsection or in a tabulated list at the end of the sentence.

2-15. The Exception.

The exception is used to exempt something from the application of the law and should be stated precisely in order to describe only those persons or things intended to be excepted. The direct statement should include all persons and things to be covered by the rule. If there is a simple exception to the rule, the exception may be placed at the end of the rule.

A license must be obtained by each person except a person who:

- (1) is 65 years of age or older;
- (2) has resided in the state for less than 1 year; and
- (3) claims

The preferred construction is to place the exception in a separate subsection and incorporate it by reference into the subsection stating the rule.

- (1) Except as provided in subsection (2), the board may
- (2) [Sections 2 through 6] do not apply to

2-16. Use of “That” or “Which”.

The word “that” begins a restrictive clause that:

- (1) restricts, limits, or describes the word modified; and
- (2) is necessary to identify the word modified.

The meaning of the sentence is not complete without the “that” clause. The clause is essential rather than parenthetical, so commas should not be used to enclose the clause.

A fence that conforms to the provisions of 81-4-101 is a legal fence.

The word “which” begins a nonrestrictive clause that:

- (1) does not restrict the word modified; and
- (2) gives additional, supplemental, or descriptive information about the word modified.

The meaning of the sentence is complete without the “which” clause, so commas should be used to enclose the clause.

A fence, which may be a legal fence according to the provisions of 81-4-101, must be built within 30 days after receiving the permit.

The term “which” is relatively uncommon in good bill drafting because nonessential information is usually inappropriate for statutory language.

2-17. If, When, Where, or Whenever.

The word “where” denotes place only.

If the application of a provision of an act is limited by the single occurrence of a condition that may never occur, use “if” to introduce the condition, not “when” or “where”.

If the suspect resists arrest, the officer may use force to subdue the suspect.

If the condition may occur more than once with respect to the object to which it applies, use “whenever”, not “if”, “when”, or “where”.

Whenever the officer receives a call, the time must be noted in the officer’s report.

If the condition is certain to occur, use “when”, not “if”, “where”, or “whenever”.

When the statute takes effect, all pending proceedings must be dismissed.

2-18. Internal References.

Prior to 1979, creation of internal references to other sections, parts, or chapters of the Code was discouraged in bill drafting because of the rule of *Gustafson v. Hammond Irrigation District*, 87 M 217, 287 P 640

(1930). In Gustafson, the court held that reference to a statute is as that statute existed at the time of its adoption and subsequent repeal or modification of the statute does not affect the reference to the statute in another statute. This rule had the effect of requiring the statutory researcher to trace through the Session Laws to determine when each internal reference was created and how the referenced section read at that time. At the request of the Code Commissioner, the 1979 Legislature amended section 1-2-108, MCA, to add a subsection (2) reversing the Gustafson rule. The use of internal references is, therefore, no longer flatly discouraged and can often be used to provide brevity. However, see *St. v. Conrad*, 197 M 406, 643 P2d 239 (1982), for discussion of the applicability of this statute to criminal matters involving retroactive application of an internal reference. (Note that the retroactivity issue was resolved by 1983 amendment subsequent to Conrad.) Avoid overusing internal references because it is difficult to comprehend a section of the law when it has to be read together with many other sections. For discussion of related issues, see section 2-19 below.

2-19. Use of "This Act".

Use of the words "this act" should be avoided except in noncodified sections (see section 4-2). As discovered during the recodification process, "this act" often creates a problem because the word "act" must be changed to an appropriate term, such as "title", "chapter", "part", or "section". References to "this act" may be avoided by substituting references to specific bill sections that are permanent and, therefore, will be codified (e.g., "[sections 1 through 24]" when sections 25 and 26 are a repealer and an effective date).

It is particularly important to avoid use of "this act" if a bill contains amendments to existing MCA sections because technically the act includes only the deletions and/or additions to the amended MCA sections and not the remainder of those sections. Therefore, use of "this act" could cause confusion concerning its specific reference and present difficulties in changing "this act" to an MCA reference during codification. In such cases, specific references (whether to the MCA sections being amended, other MCA sections, parts, or chapters, new bill sections, or any appropriate combination thereof) must be substituted for "this act". For the same reason, when referring to an MCA section that is being amended, reference must be made to the MCA section number, not the bill section number; to refer to the bill section is to refer only to the amendment, which creates ambiguity and difficulty in codification.

This admonition does not apply to use of "this act" in temporary sections that will not be codified, such as effective date and transition sections.

2-20. Words to Be Avoided.

The left-hand column of the following list includes some words and phrases that should be avoided unless there are special reasons to the contrary. Some are flowery, some are archaic, and some are vague; all lack the precision needed for clear expression. The words in the right-hand column are those that the average reader understands more readily.

AVOID

absolutely null and void and of no effect
 aforesaid; aforementioned; beforementioned
 afforded or accorded
 and/or
 any and all
 as (in clauses of reason)
 at such time as
 at the time of death
 attorney- and counselor-at-law
 be and the same is hereby
 bonds, notes, checks, drafts, and other evidences of indebtedness
 bring an action
 carry out
 chairman
 constitute and appoint
 deal with
 deem
 does not operate to
 due to
 during such time as
 during the course of
 each and all
 employ (meaning to use)
 enter into a contract with
 every

USE

void
 the; that; those (see "hereinafter")
 given
 either X or Y or both of them; X and Y or either of them
 (either word)
 because
 when; whenever
 when the person dies
 attorney
 is
 evidence of indebtedness
 sue
 execute; complete; administer
 presiding officer
 appoint
 address; conduct
 consider
 does not
 because
 while
 during
 (either word)
 use
 contract with
 each

AVOID

every person; all persons
 evidence, documentary or otherwise
 evince
 examine witnesses and hear testimony
 fail, refuse, or neglect
 feasible
 formulate
 for the duration of
 for the purpose of
 for the reason that
 forthwith
 from and after
 full and complete
 full force and effect (use with regard to surety bonds)
 give consideration to
 give recognition to
 have knowledge of
 have need of
 he or she; his or her; he/she
 hereafter
 hereinafter; hereinbefore; hereinabove; above; below; following; preceding
 in case
 in cases in which
 in order to
 in the event that

USE

a person
 evidence
 show
 take testimony
 fail
 practicable; workable
 make
 during
 for
 because
 immediately
 after
 full
 force; effect
 consider
 recognize
 know
 need
 refer to the subject, "the licensee", "permitholder", etc.
 after [the effective date of this act]; after (calendar date)
 (these are objectionable when referring to the position of a section or other statutory provision; if reference is necessary, specify the chapter, part, section, or subsection by number)
 if
 when; if; whenever
 to
 if

AVOID

in sections 1-1-101 to 1-1-143,
inclusive
institute; initiate
insure (verb, to make sure)
is able to
is applicable
is authorized to
is binding upon
is defined and shall be construed
to mean
is dependent on
is directed to
is empowered to
is hereby authorized and it shall
be the person's duty to
is hereby vested with power and
authority and it shall be the
person's duty in carrying out
the provisions of this part to
is required to
is unable to
it is the person's duty to
it is lawful to
law passed
legislative assembly
make application
make payment
make provision for
matter transmitted through the
mail
means and includes
member of a partnership
modify
monies, moneys
Native American

USE

in 1-1-101 through 1-1-143
begin; start
ensure
can
applies
may
binds
means
depends on
shall
may
shall
shall
shall
shall
cannot
shall
may
law enacted
legislature
apply
pay
provide for
mail
means; includes
partner
change
money
Indian

AVOID

necessitate
 none whatever
 not later than
 null and void
 occasion (verb)
 of a technical nature
 ordered, adjudged, and decreed
 or, in the alternative
 party

 per annum
 per centum
 per day
 per foot
 per hour
 period of time
 person of suitable age and
 discretion
 pled
 prosecute its business
 proven
 provided (conjunction)
 provided, further; provided,
 however; provided that
 provision of law
 registered or certified mail
 render (meaning to give)
 retain
 revenues
 rules and regulations
 said (as adjective)
 same
 shall have the power to
 sole and exclusive

USE

require
 none; no
 before
 void
 cause
 technical
 ordered
 or
 person (unless referring to a
 party to a suit or action)
 a year
 percent
 a day
 a foot
 an hour
 period; time
 adult (or state age)
 pleaded
 conduct its business
 proved
 if; but
 except; but; however (or start a
 new sentence)
 law
 certified mail
 give
 keep
 revenue
 rules (or, if federal, regulations)
 the; that; those
 it
 may
 exclusive

AVOID

speed up
 subdivision; clause; paragraph
 subsequent to
 such
 terminate
 the place of abode
 to wit
 unless and until
 until such time as
 utilize
 whatsoever
 whensoever
 wheresoever
 whosoever
 whomsoever

USE

hasten; expedite
 subsection
 after
 (do not use if an article can be
 used with equal clarity)
 end
 residence
 (this is verbiage; delete it or use
 “namely”)
 unless; until
 until
 use
 whatever
 when; if; whenever
 where
 whoever
 (archaic; improper)

2-21. Citations.

(See also section 3-1(7) and examples.)

(1) Code

The statutes of Montana are cited as the “Montana Code Annotated” or “MCA”. The Code is arranged topically by title (see preface to the MCA) and is further subdivided into chapters, parts, and sections. Section 1-2-108, MCA, provides that a statute that refers to another portion of the Code is presumed to refer to the Montana Code Annotated. Therefore, the designation “Montana Code Annotated” or “MCA” is omitted within the Code or within material intended to be codified, but it is generally used in other references. Section 1-2-108, MCA, also provides that a reference to a portion of the Code is presumed to be a reference to that portion as it may be amended. In other words, no reference to year of enactment or amendment is necessary to cite the MCA.

(a) in bills, “. . . as provided in Title 19, chapter 4, part 2, . . .”

(b) in resolutions or preambles, “. . . as provided in section 19-4-201, MCA, . . .”

(2) Montana Constitution and Federal Constitution

The state Constitution is formally cited as “The Constitution of the State of Montana” and more usually cited as “the Montana constitution” in Code or “the Montana Constitution” in other references. The Montana Constitution is arranged topically in articles and sections.

- (a) in bills, “. . . as provided in Article IX, section 5, of the Montana constitution . . .”
- (b) in resolutions or preambles, “. . . as provided in Article IX, section 5, of the Montana Constitution . . .”

The federal Constitution may be cited as “the United States constitution” in Code and as “the United States Constitution” in other references.

- (a) in bills, “. . . as provided in Article II, section 1, of the United States constitution . . .”
- (b) in resolutions or preambles, “. . . as provided in Article II, section 1, of the United States Constitution . . .”

(3) Session Laws

Session laws are the compilation of all legislation passed into law by a specific legislative session. Session laws are arranged by legislative session year and are divided into chapters, which are further divided into sections.

- (a) “Chapter 5, Laws of 1997, . . .”
- (b) “. . . section 2, Chapter 5, Laws of 1997, . . .”
- (c) “. . . section 3, Chapter 28, Special Laws of November 1993, . . .”

(4) Rules

Official rules are occasionally cited in legislation.

- (a) “Rule 4D, Montana Rules of Civil Procedure, . . .”
- (b) “Rule 26(b)(4)(A) through (4)(C), Montana Rules of Civil Procedure, . . .”
- (c) “Rule 202(b), Montana Rules of Evidence, . . .”
- (d) “ARM 4.6.607 . . .”
- (e) “Joint Rule 40-110 refers . . .”

(5) Federal Materials

Federal materials are occasionally cited in legislation.

- (a) “18 U.S.C. 922” (no section symbol or word “section”)
- (b) “42 U.S.C. 409(b) and (d)”
- (c) “Titles 10 and 32 of the United States Code”
- (d) “42 U.S.C. 1396a(e)(2)(A)(ii) through (e)(2)(C)(x)”

- (e) "42 U.S.C. 7401, et seq. (1988 & Supp. II 1990), . . ."
- (f) "10 U.S.C. 672(a), (d), or (g), 10 U.S.C. 673, 10 U.S.C. 673b, . . ."
- (g) "50 App. U.S.C. 460"
- (h) "CERCLA, 42 U.S.C. 9601, et seq., . . ."
- (i) "49 CFR, part 4, 301 and 302, federal class C, . . ."
- (j) "42 CFR, part 441, subpart G, . . ."
- (k) "21 CFR 103.31 and 23 CFR"
- (l) "Subchapter V of the federal Clean Air Act"
- (m) "Subchapter IV of the Social Security Act"
- (n) "subchapter S. of the Internal Revenue Code"
- (o) "section 125 of the Internal Revenue Code . . ."
- (p) "Public Law 100-485"
- (q) "section 2 of Public Law 99-145"

(6) Miscellaneous

- (a) "supreme court Order No. 86-223, dated . . ."
- (b) "Initiative Measure No. 5"
- (c) "House Bill No. 567, Laws of 1989, . . ." (old appropriation bills)

Chapter 3

Form Guide

Capitalization, Punctuation, and Abbreviation

3-1. Capitalization.

Capitalization rules for bill drafting represent an exception to standard usage. In drafting bills, capitalize as little as possible. Capitalization has no legal significance, and the lower case is easier to read and write.

Capitalization is clerically controlled, in accordance with the rules that follow, by the Legislative Services Division staff when bills are prepared for introduction.

(1) Capitalize the first word in a sentence. The first word in each subsection following a colon must also be capitalized if each item expresses a complete thought and follows a complete introductory sentence.

(2) Capitalize months and days of the week.

(3) Capitalize names of specific publications, such as "*North American Industry Classification System Manual*" or "*Survey of Current Business*".

(4) Capitalize "Montana" (but not "state") in "state of Montana". Capitalize "County" but not "city" in the name of a county or city, such as "Cascade County", "Cascade and Chouteau Counties", or "city of Butte".

(5) Capitalize names of specific persons or places, such as "Charles Marion Russell" or "Rocky Mountains", and specific national regions, such as "Pacific Northwest". Capitalize geographic names, such as Flathead Valley (but not "community college") in "Flathead Valley community college". Do not capitalize words that indicate state geographic locations, such as "northern Montana".

(6) Capitalize names of historic events, such as "World War II", and holidays, such as "Christmas Day" and "Washington's Birthday".

(7) Capitalize references to a statute compilation, such as “MCA”. Do not capitalize “the statutes”, “the codes”, or “the Montana constitution” unless the full and exact title is used (e.g., The Constitution of the State of Montana). Do not capitalize the words “chapter” or “section” when referring to the Code or the Constitution, but capitalize the name of a particular title in the Code, such as “Title 19”; the name of an article in the Constitution, such as “Article V, The Legislature”; and a chapter in the Session Laws, such as “Chapter 5, Laws of 1997”. Also, capitalize and spell out such terms as “Montana Rules of Civil Procedure”.

Citation Examples

1. Code

- (a) “. . . as provided in Title 2, chapter 4, part 2, . . .”
- (b) “. . . as provided in chapter 6, part 1, of this title . . .”
- (c) “. . . as provided in part 3 of this chapter . . .”
- (d) “. . . as provided in 19-4-201 . . .”
- (e) in resolutions or preambles, “. . . as provided in section 19-4-201, MCA, . . .”

2. Constitution

- (a) in Code, “. . . as provided in Article IX, section 5, of the Montana constitution . . .”
- (b) in Code, “. . . 5th and 14th amendments to the United States constitution . . .”
- (c) in resolutions or preambles, “. . . as provided in Article IX, section 5, of the Montana Constitution . . .”

3. Session Laws

- (a) “Chapter 5, Laws of 1997, . . .”
- (b) “. . . section 2, Chapter 5, Laws of 1997, . . .”
- (c) “. . . section 1, Chapter 5, Special Laws of November 1993, . . .”

4. Rules

- (a) “Rule 4D, Montana Rules of Civil Procedure, . . .”
- (b) “Rule 202(b), Montana Rules of Evidence, . . .”
- (c) “ARM 4.6.607 . . .”

(8) Capitalize names of races, citizens, and languages, such as “the tribal councils of the respective Indian tribes”, “Spanish”, or “French”.

(9) Capitalize words pertaining to deity, such as “Almighty God”.

(10) Capitalize the name of a particular act, such as “Montana Major Facility Siting Act”.

(11) Do not capitalize official titles of state, county, or municipal officers, agencies, or institutions, such as “governor”, “department of transportation”, “board of county commissioners”, or “Montana state university-northern”. The same style is used for officers, agencies, or institutions at the federal level, such as “president”, “U.S. department of agriculture”, “congress”, or “supreme court”, and for national organizations, such as “American red cross”.

(12) Do not capitalize a class designation, such as “class one”, unless it begins a sentence. However, this rule does not apply to railroad classifications, to hunting or fishing license classifications, or to state land classifications, i.e., “Class III railroads”, “Class A-1 fishing license”, or “Class 1 land”. (See section 3-14.)

(13) Do not capitalize “subchapter” or “section” when referring to the Internal Revenue Code, such as “subchapter S. of Chapter 1” or “section 985, Internal Revenue Code”.

Because a resolution is usually a more formal document and because the resolution itself is presented or mailed to an agency or person and is not printed in the Code, standard capitalization rules are followed when drafting a resolution. Examples are “State of Montana”, “Department of Agriculture”, “Department”, “Legislative Branch”, “Montana University System”, “Legislature”, and “Montana Congressional Delegation”.

3-2. Punctuation.

Punctuation generally is not considered part of a statute and therefore is subordinate to the text. However, courts do look to punctuation to ascertain meaning if the language is unclear. Therefore, in addition to striving for clear expression through the proper use of words, the drafter should employ correct punctuation to support the words and avoid ambiguity.

(1) Comma

If a sentence consists of two independent clauses, each with subject and predicate, use a comma before the conjunction.

The commission shall report annually to the governor, and it shall cause the report to be printed for public distribution.

An exception to this rule occurs when a sentence starts with a dependent clause that applies to both independent clauses that follow. No comma separates the independent clauses because it would make the introductory dependent clause seem to apply only to the first independent clause.

If a conference committee fails to reach agreement or if its report is not adopted by both houses, the governor's recommend-

ation is considered not approved and the bill is returned to the governor for further consideration.

Do not use a comma to separate two predicates joined by a coordinating conjunction.

The commission shall report annually to the governor and cause the report to be printed for public distribution.

Set off a parenthetical phrase or clause with two commas.

The report, which must be approved by a majority of the commission members, must be sent to the governor before July 1 of each year.

When “or” introduces a word or a phrase that identifies or explains the preceding word, set off the explanatory expression with commas.

Set off parenthetical, or nonessential, elements with commas.

However, if “or” introduces an alternative thought, the expression is not parenthetical and should not be set off by commas.

The punctuation depends on whether the item is parenthetical or essential.

Words, phrases, or clauses in a series are separated by commas.

The department shall provide the board with reasonably necessary supplies, equipment, and clerical services.

A comma is used before the conjunction connecting the last two members of a series.

... wheat, corn, barley, and rye.

When a series is followed by a verb or phrase that is unmistakably applicable to the entire series, a comma is incorrect after the last word of the series.

correct

Wheat, cattle, timber, and coal are some of the state's major exports.

However, if there is ambiguity or danger of connecting only the last item of the series with what follows, rewrite the sentence to clarify the meaning.

incorrect

The revenue generated by wheat, cattle, timber, and coal alone will account for the greatest portion of income.

correct

The greatest portion of income will be derived from the revenue generated by wheat, cattle, timber, and coal.

correct

The greatest portion of income will be derived from the revenue generated from the following sources:

- (1) wheat;
- (2) cattle;
- (3) timber; and
- (4) coal.

Do not set off an essential clause with a comma. An essential clause is one that is necessary to the meaning of the sentence and cannot be omitted.

correct

Application must be made by July 1 if a permit is wanted.

incorrect

Application must be made by July 1, if a permit is wanted.

correct

An insurer may not disburse \$100 or more unless a signed voucher is received.

incorrect

An insurer may not disburse \$100 or more, unless a signed voucher is received.

(2) Semicolon

Use the semicolon between two main clauses not joined by one of the simple coordinating conjunctions (and, but, or, nor).

Letters and other private communications in writing belong to the person to whom they are addressed and delivered; however, they cannot be published against the will of the writer.

Also use the semicolon to separate two or more coordinate elements, one or both of which contain commas, when needed for clarity.

The probation officer in each county shall assist the conciliation court; but the court, with the consent of both parties, may make independent investigations.

The presence of the coordinating conjunction “but” in the second example would permit the use of a comma to separate the two main clauses if there were no commas in the second clause.

Use the semicolon to separate coordinate elements in a series introduced by a colon when those elements are dependent clauses or phrases. (See example under “Colon” below.)

(3) Colon

A colon is used most often in legislative drafting to introduce a series, usually in outline form.

Each policy must contain:

- (1) the names of the parties to the contract;
- (2) the subject of the insurance; and
- (3) the risks insured against.

A colon also may be used to introduce a long quotation.

(4) Parentheses and Brackets

Use commas in preference to parentheses when possible. However, occasionally parentheses will serve to clarify the meaning of a sentence.

Two or more counties may apply for funds for construction (and operation and maintenance when permitted) under [sections 4 and 5].

Do not use brackets as punctuation. Use brackets to enclose internal references, “this act”, and effective dates. Also, brackets are used in the Code to denote erroneous material or material needing amendment or replacement.

(5) Quotation Marks

In American usage, printers usually place a period or comma inside closing quotation marks whether it belongs logically to the quoted matter or to the whole sentence or context. In bill drafting, clarity is more important than usual, so a period or a comma should be placed outside quotation marks if it does not belong to the quoted matter. In drafting, always use double quotes.

Do not overuse quotation marks. Generally, in legislative drafting, quotation marks are used only to enclose titles or texts of acts or laws referred to or incorporated by reference, to enclose defined words or phrases, or to enclose amended Code sections. However, names of acts are not quoted in the title of a bill or resolution.

(4) The state of Montana accepts and assents to the terms and provisions of the act of congress, approved May 8, 1914, entitled “An Act to Provide for Cooperative Agricultural Extension Work”.

A BILL FOR AN ACT ENTITLED: "AN ACT DEFINING "GAME" TO INCLUDE THE WOOLLY MAMMOTH."

(7) "Game" means game animals and game birds, the killing of which is restricted by the laws of Montana.

Section 1-1-218, MCA, is amended to read:

"1-1-218. Construction of words giving joint authority. Words giving a joint authority to three or more public officers or other persons are construed as giving such authority to a majority of them unless it is otherwise expressed in the act code giving the authority."

A BILL FOR AN ACT ENTITLED: "AN ACT AMENDING THE MONTANA ADMINISTRATIVE PROCEDURE ACT TO INCLUDE
...."

3-3. Abbreviation.

Abbreviations are seldom used in legislative writing and should be avoided, except in two instances. "Montana Code Annotated" should be abbreviated to "MCA", and "1 p.m." is preferred to "1:00 o'clock p.m.". Do not add "MCA" to a Code section number within the text of a section of the Code. (See section 1-2-108(1), MCA, which provides that it is presumed the section number refers to the Montana Code Annotated.)

Numbers

3-4. General.

Numbers one through nine are spelled out, and numbers 10 and over are written in numerals. (However, note the exceptions in sections 3-5 through 3-16 below.) Numbers at the beginning of a sentence should be spelled out.

five, 22, 1,000, 1 million, 1.5 billion

Fifteen members serve on the committee.

3-5. Money.

6 mills, 0.0002 cent, 0.5 cent, 1 cent, 1 1/2 cents, 25 cents, \$1, \$25, \$37.50, \$100, \$2,000, \$25,000, \$1.25 million, \$1,300,000, \$3 million, \$3.5 million

3-6. Measurements.

2 inches (feet, yards, meters, acres, etc.)

8 feet 2 inches

2 feet x 3 inches

15 x 30 feet (but a "15- by 30-foot room")

5 pounds (bushels, barrels, gallons, etc.)

3 acres (horsepower, etc.)

35 degrees F

3-7. Age.

6 years old

52 years, 10 months, 6 days

a 3-year-old child

65th birthday

“a person who is 18 years of age or older” (not “over 18 years of age”)

“a person who is under 6 years of age”

“a person who is 18 years of age or older and under 66 years of age”
(not “between the ages of 18 and 65”)

3-8. Time.

3 days

5th day

1 month

2 1/2 months

3 fiscal years

noon (not “12 noon”)

midnight (not “12 midnight”)

9 a.m. (not “9:00 a.m.” or “9:00 o’clock a.m.”)

1 p.m.

1:30 p.m.

half an hour

3-9. Percentages.

0.3%

3%, 25%

3/4 of 1%

1/2 of 1% or 0.5% (not “1/2%”)

57.5%

2 percentage points

An irregular fraction should not be expressed as a decimal — 1/3 of 1% (not 0.333%) and 8 1/3% (not 8.333%).

In a bill title spell out the word “percent” — do not use the symbol.

3-10. Unit Modifiers.

5-day week

10-year sentence (measurements)

1-year term

five-person board (not unit of measurement)

1-, 2-, and 3-year terms (but “term of 5 years”)

four-wheel-drive vehicle

20-cent raise (but “\$1 million limit”)

3-11. Ordinals.

First through ninth are spelled out; 10th and over are numerals. See also sections 3-13 and 3-14.

first term

35th day

15th birthday

3-12. Fractions.

Fractions standing alone or followed by “of a” or “of an” are spelled out, as “one-half day”, “one fifty-sixth”, or “three-fourths of an inch”. Mixed fractions are written in numerals, such as “2 1/2 times”. (This rule holds true even in measurements, but see exception under “Percentages” in section 3-9.)

In a unit modifier, use figures, such as “1/2-inch pipe” or “3/4-ton truck” (in other words, no double hyphen).

3-13. Numbers in Series.

Figures are used in a group of two or more numbers when any one is 10 or greater: “The farm has 3 cows and 12 sheep.”

3-14. Classes, Grades, Etc.

property tax classification — class one, class twelve

milk control — class III

hazardous waste management facility — class III

mustard seed — class 2, No. 3

oranges — United States No. 2 grade

handicapped levels — Level I—a pupil

compensation plan No. 2

school grades are expressed: “1st grade”, “2nd grade”, “12th grade”

dams — class C

hunting and trapping licenses — Class A-6, Class C-2

fishing license — Class A, Class B-4

railroads — Class III

state lands — Class 4

3-15. Dates — Fiscal Years.

Dates should be expressed as follows:

December 31 (not “December 31st” or “31st day of December”)

July 12 (not “July 12th”)

December 31, 2000, (with comma following year in a complete date, unless at end of sentence)

December 2000

October, November, and December 2000

1999-2000

2000-01

A period of time is often expressed as follows:

“For the period beginning July 1, 1999, and ending June 30, 2000, . . .”

“For the fiscal year ending June 30, 2000, . . .”

“For the biennium beginning July 1, 1999, and ending June 30, 2001, . . .”

“For fiscal years 2000 and 2001, . . .”

“For school fiscal years beginning on or after July 1, 2000, . . .”

An effective date of July 1 should be expressed as follows: “after June 30, 1999” or “effective July 1, 1999”. (“From July 1, 1999”, “after July 1”, or “between July 1 and” might be construed to mean a beginning date of July 2 and should be avoided.)

It is better to refer to a day rather than to the time an event will occur, such as “90 days after the day on which judgment is entered”, not “90 days after the time . . .”. Usually, a period is measured in whole days, not the time of day.

3-16. Bill Titles and Catchlines.

In bill titles, follow the above rules. In catchlines, do not use figures; spell out numbers unless it is a date or a very large number. Words look better than numbers in boldface.

Chapter 4

The Bill and Its Parts

4-1. Introduction.

A bill is a proposed law as introduced in the Legislature. The bill does not become a law (an “act” or “statute”) until passed by the Legislature and signed by the Governor or passed over the Governor’s veto. If the Governor does not sign or veto a bill within 10 days after receiving it, it becomes a law without signature.

A bill that has become a law is delivered to the Secretary of State, who assigns a chapter number to it in the order the bill is received by that office. All laws that pass in any one legislative session are first published in the order of passage in a publication entitled *Laws of Montana* (Year). This publication is referred to as the Session Laws. All permanent new provisions are assigned Code section numbers by the Code Commissioner’s staff and are incorporated into the Montana Code Annotated.

The proper form and arrangement of a bill have been defined primarily by custom. The Montana Constitution speaks of bill titles in Article V, section 11; section 5-4-101, MCA, prescribes the form of the enacting clause. None of the other bill parts are mandated by law or rule. However, the following form is now used by the Legislative Services Division. By legislative rule all bills, before they are introduced, must comply with the format, style, and legal form prescribed by the Legislative Services Division. Bills not prepared by the Legislative Services Division staff must be reviewed by that staff and entered on the automated bill drafting system before introduction; this system and procedure are further explained in Chapter 10.

4-2. Bill Arrangement.

(* a mandatory part of a bill)

1. Bill Identification*

- (a) bill draft number
- (b) House or Senate designation and number
- (c) sponsor line
- (d) “By Request . . .” line

2. Title*
3. Preamble
4. Enacting Clause*
5. Body*

Codified

- (a) short title
- (b) purpose section
- (c) definitions
- (d) basic provisions
- (e) penalty

Noncodified

- (f) repealer
- (g) transfer of funds
- (h) appropriation
- (i) unfunded mandate law superseded
- (j) notification of tribal governments
- (k) codification instruction
- (l) coordination instruction
- (m) saving clause
- (n) severability clause or
nonseverability clause
- (o) effective date
- (p) applicability
- (q) termination

Explanation of Bill Parts

(See Appendix P for form.)

4-3. Bill Identification.

(1) Bill Draft Number

The number appearing at the top right-hand corner of a bill, such as "LC 0001.01", is the number assigned by the Legislative Services Division staff as the bill request is received. The LC number is used to identify the bill during the drafting process prior to the time of introduction and assignment of a bill number.

(2) Designation and Number

The blank preceding the words "BILL NO." is used to identify the bill as a House or Senate bill, and the blank following is used to number the bill. The blanks are filled in manually by the Chief Clerk of the House or Secretary of the Senate at the time of introduction.

(3) Sponsor Line

The second line of a bill is used to identify the sponsor. The sponsor signs the bill prior to introduction. If there is more than one sponsor,

the chief sponsor signs first. Bills may be sponsored jointly by a Senate and a House member. Both of these members are considered a "chief sponsor" for the jointly sponsored bill. If the bill is introduced in the Senate, it becomes a Senate bill and the Senate chief sponsor signs first. This procedure is reversed if the bill is introduced in the House.

(4) By Request Line

Joint Rule 40-40 provides that if a bill is proposed by a legislative committee or is introduced by request of a state agency, that fact must be indicated by inserting "By Request of the _____" following the names of the sponsors.

56th Legislature

LC 0001.01

_____ BILL NO. _____

INTRODUCED BY _____

BY REQUEST OF THE _____

4-4. Title.

(1) General

The title identifies the bill to the legislators and the public and must clearly summarize the contents of the bill. The drafter should be familiar with the substantial body of case law that has developed over defects in titles.

Article V, section 11(3), of the Montana Constitution provides:

Each bill, except general appropriation bills and bills for the codification and general revision of the laws, shall contain only one subject, clearly expressed in its title. If any subject is embraced in any act and is not expressed in the title, only so much of the act not so expressed is void.

The main purpose of the constitutional provision is to ensure that the title of a bill gives reasonable notice of the content to legislators and the public. It also prevents multisubject legislation from being passed by the combined votes of the advocates of separate measures when no single measure could be passed on its own merits. The Montana Supreme Court has interpreted this provision to require a clause in the title to reflect an issue that would be considered important by legislators voting on the bill. *White v. St.*, 233 M 81, 759 P2d 971 (1988).

Title challenges under this section of the Constitution may be brought on the grounds that either the title or the body of the bill indicates that the bill contains more than one subject or the title does not clearly express the subject of the bill, or both.

The Montana Supreme Court has considered the question of sufficiency of title numerous times. In order to more fully comprehend title drafting problems, the drafter should read the cases cited in this section or at least review the case notes and Attorney General's opinions contained in the MCA Annotations to Article V, section 11, of the Montana Constitution. Under the 1972 Constitution, if a law is challenged as having a defective title, the action must be brought within 2 years after the effective date of the law.

(2) Exceptions to Sufficiency of Title Provision

As stated in Article V, section 11(3), of the Montana Constitution, general appropriation bills and bills for the codification and general revision of the laws are exempt from the unity of subject and clear expression of subject rules.

(3) General Appropriation Bills

In order to fall within the exception, an appropriation bill must be a general appropriation bill; that is, it may embrace nothing but appropriations for "the ordinary expenses of the legislative, executive, and judicial branches, for interest on the public debt, and for public schools". (See Article V, section 11(4), of the Montana Constitution.) Further, an incidental provision in an appropriation bill must be germane to the appropriation if it is to fall within the exception. The Supreme Court has held that provisions relating to the expenditure of the money appropriated or its accounting may be included in an appropriation bill without being mentioned in the title (*State ex rel. Davidson v. Ford*, 115 M 165, 171, 141 P2d 373 (1943)). However, in *Helena v. Omholt*, 155 M 212, 468 P2d 764 (1970), the Supreme Court said, "... appropriation bills should not be held to amend substantive statutes by implication. . . . Such tactics are recognized as exceedingly bad legislative practice." (The appropriation bill in question contained a section that was irreconcilable with an existing statute, and the lower court had held that the appropriation measure, being a later bill, impliedly repealed the earlier statute.) The Attorney General relied on *Helena v. Omholt* in finding that a provision in the 1981 general appropriations act should not be given effect because it was in conflict with a permanent substantive statute. Therefore, provisions other than actual appropriations should be included in a general appropriation bill only if germane to expenditure or accounting and consistent with permanent substantive law.

(4) General Revision

In *State ex rel. Cotter v. District Court*, 49 M 146, 150, 140 P 732 (1914), the Supreme Court said that a bill whose plain purpose was to revise the laws on a particular subject, as well as an omnibus revision bill covering many subjects, is within the revision exception.

In the past, the Supreme Court has found that certain bills come within the general revision exception although the titles do not specifically designate the bills as such. To date, the Supreme Court has always found a bill within the exception when the title indicated that the bill was a general revision.

If a bill is intended to be a general revision, the title should so state.

"AN ACT GENERALLY REVISING THE LAWS RELATING TO
PUBLIC SCHOOLS; AMENDING . . ."

(5) Including List of Amended or Repealed Sections in Title

There is diversity of opinion as to whether reference by number only to a Code section to be amended or repealed is sufficient in a title. However, all authorities agree that the title is sufficient if the number of the section to be amended or repealed and an indication of the subject matter of the amendment or repeal are included in the title. "Reference in the title of the amendatory Act to the subject matter of the section to be amended need not be so comprehensive as to constitute a complete index to or abstract of the section. 'All that is required in such case is a reasonable degree of certainty as to the statute to be amended.'" (See *St. v. Duncan*, 74 M 428, 437, 240 P 978 (1925).)

Therefore, the title of a bill should both indicate the general purpose of the amendment and list the Code sections amended or repealed.

"AN ACT AMENDING THE LAWS RELATING TO THE SALE
OF LANDS FOR TAXES BY COUNTY TREASURERS;
AMENDING SECTIONS 8-1-101 AND 8-1-102, MCA; AND
REPEALING SECTIONS 8-1-109 AND 8-1-110, MCA."

If the only purpose of a bill is to repeal one or more sections, the title should indicate the subject matter and list the section numbers.

"AN ACT DELETING THE DEFINITION OF "REGISTERED
MAIL"; AND REPEALING SECTION 1-1-202, MCA."

(6) Appropriation in Title

In *Hill v. Rae*, 52 M 378, 158 P 826 (1916), the Supreme Court held that when an appropriation is incidental to the larger single subject of legislation, it need not be made by separate bill. In order to facilitate legislative handling of appropriations, it is necessary to mention the appropriation in the title. If a bill is a statutory appropriation (section 17-7-502, MCA), that fact must also be included in the title.

(7) Including Effective Dates in Title

It is necessary to include effective dates, other than October 1, in the title, such as:

PROVIDING AN EFFECTIVE DATE*or***PROVIDING AN IMMEDIATE EFFECTIVE DATE***or***PROVIDING A DELAYED EFFECTIVE DATE**

If a specific effective date is not provided, an appropriation law becomes effective on July 1 following passage and approval. A statute providing for the taxation or imposition of a fee on motor vehicles becomes effective on January 1 following passage and approval unless a different effective date is specified. All other statutes take effect on October 1.

(8) Short Bill Title

Various tools for tracking bills during the legislative session are prepared by the Legislative Services Division, House, and Senate staffs. The most significant of these tools is the online Bill Status System, which has the capability to display cumulative actions taken on a specific bill. The format for the cumulative bill status display requires use of a shortened title of 80 characters (letters, hyphens, and spaces between words) or less. Each bill drafter should write a short bill title, using the form at Appendix Q, and attach it to the draft submitted to the Legislative Services Division. The short bill title may include abbreviations. The drafter may omit sections repealed and amended and the formal introduction ("A BILL FOR AN ACT ENTITLED: "AN ACT . . .").

4-5. Preamble.

The preamble, which is optional, follows the title and precedes the enacting clause. Because of its placement, it is not part of the text of the act and does not become a part of the law. It is a preliminary statement of the reasons for the enactment of the law and begins with the word "WHEREAS". A preamble may be used as an extrinsic aid in construing a law.

WHEREAS, the Montana Constitution requires that all executive and administrative offices and instrumentalities of the Executive Branch of state government be allocated by law among not more than 20 departments . . .

(See section 4-8 for discussion of purpose sections.)

4-6. Enacting Clause.

The enacting clause, which is prescribed by law, separates the identification portion of the bill from the body of the bill.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

4-7. Short Title.

A short title is not suitable for all enactments; however, if an act creates new law in a definable area, a short title enables quick future identification. When used, the short title appears as section 1 of the bill. Do not include a year in the short title.

NEW SECTION. **Section 1. Short title.** [Sections 1 through 17] may be cited as the "Reclamation and Development Grants Program Act".

4-8. Purpose Section.

Courts have relied on purpose sections to construe unclear and ambiguous language. Of course, clear and unambiguous language is always preferable to reliance on a purpose section. A well-drafted act should not require an extraneous statement to recite reasons for its enactment or what it seeks to accomplish. However, occasionally it is necessary to express the reason prompting enactment or the policy or purpose of an act. A good example is when the statute imposes a burden on a particular class of persons, thus requiring at least a rational basis for treating them differently from other persons. In *Oberg v. Billings*, 207 M 277, 674 P2d 494 (1983), the Montana Supreme Court stated that "While the courts are seldom concerned with the wisdom of legislation, the purpose of the legislation is of vital concern where the constitutionality of a statute is challenged as a denial of equal protection." If a purpose section is preferred to a preamble, it becomes a part of the law. The purpose should be stated concisely at the beginning of the bill following the enacting clause (or short title, if there is one). If a purpose section is necessary, it should be carefully and thoughtfully drafted.

4-9. Definitions.

(1) To avoid repetition and to ensure clarity, a well-drafted bill often contains a definition section that precedes the basic provisions of the bill. A definition section is of definite advantage to:

(a) define a general term in order to avoid its frequent repetition, such as "'Employee deductions" means all authorized deductions made from the salary and wages of an officer or employee of a state agency.";

(b) avoid repeating the full title of an officer or of an agency, such as "'Board" means the board of environmental review.";

(c) give an exact meaning to a word that has several dictionary meanings;

(d) define a technical word that has no popular meaning in commonly understood language; and

(e) limit the meaning of a term that, if not defined, would have a broader meaning than intended.

(2) (a) Do not define a word if it is used in the sense of its ordinary dictionary meaning.

(b) Certain words are defined in Title 1, chapter 1, MCA. If a word is used in the same sense as it is defined in that chapter, it is unnecessary to define it again in a bill. There are also definition sections that apply to entire titles, such as section 45-2-101, MCA (Criminal Code), or to several chapters, such as section 72-1-103, MCA (Probate Code).

(c) Section 1-2-107, MCA, provides: "Whenever the meaning of a word or phrase is defined in any part of this code, such definition is applicable to the same word or phrase wherever it occurs, except where a contrary intention plainly appears." A drafter may wish to preclude the effect of section 1-2-107, MCA, by stating a "contrary intention" through such language as "For purposes of this part [chapter, title] only, the following definitions apply:".

(3) The drafter should adhere scrupulously to normal usage of a term. If it is necessary to use a fiction, it should be so labeled.

Do not say: The word "automobile" includes trucks, power boats, and airplanes.

Say: In this chapter, trucks, power boats, and airplanes are treated as if they were automobiles.

(4) Definitions must be arranged alphabetically.

(5) Do not include substantive provisions in definition sections.

(6) After a word is defined, use the defined word, not the description or a synonym.

(7) If there are definitions already in the Code that you want to apply to your bill, draft a provision so stating (e.g., "mental disorder, as defined in 53-21-102". Don't refer to the subsection in which the definition is contained, such as "53-21-102(7)", because definition sections are always in alphabetical order and subsection numbers are often affected by amendment). If appropriate, draft a codification instruction incorporating the new act into the chapter or part of the Code where the definitions are already contained. Do not repeat the definitions. (See discussion in section 4-18.)

(8) Do not define a word that is never used in the bill!

NEW SECTION. Section 3. Definitions. As used in [sections 1 through 12], the following definitions apply:

(1) "Board" means the board of oil and gas conservation provided for in 2-15-3303.

(2) "Department" means the department of natural resources and conservation provided for in Title 2, chapter 15, part 33.

(3) "Person" means an individual, association, partnership, corporation, estate, or any other entity.

4-10. Basic Provisions.

A bill that only amends or repeals existing laws may not present any organizational problem; sections of the Montana Code Annotated are amended in numerical order. However, an act that creates a new body of law must be thoughtfully organized. From the standpoint of organization, bills containing all new material are of three types. These bills may contain:

(1) one main provision supported by subordinate provisions;

(2) several related main provisions, some of which have subordinate provisions; or

(3) a series of related and equal provisions all dealing with one subject.

(1) One Main Provision

Most new legislation is concerned with just one main idea and falls within the first type. Generally, the substantive provisions of an act (Section 4 in the example below) will be followed by the authority that is to administer it and then by the means to make it effective (Sections 5 and 6 in the example below).

NEW SECTION. Section 4. Registration of tramways required. A passenger tramway may not be operated in this state unless it is registered with the board

NEW SECTION. Section 5. Powers and duties of board. The board shall:

(1) adopt rules to implement the provisions of [sections 1 through 12];

(2) hold hearings relating to the granting, suspension, or revocation of the registration; and

(3) grant registration and issue registration certificates to applicants who have complied with [sections 1 through 12] and rules adopted under [sections 1 through 12].

NEW SECTION. Section 6. Remedies to enforce compliance. If an operator fails to comply with an order or rule of the board, the board may:

(1) suspend or revoke the registration of the tramway . . . ;

(2) bring injunctive proceedings

Do not include unnecessary procedural provisions that are already contained in the Montana Administrative Procedure Act, the Administrative Rules of Montana, or court rules.

(2) Several Related Main Provisions

Each main provision with its related subordinate divisions should be separate from the other main provisions and drafted in detail as if it constituted the entire bill.

(3) Series of Related and Equal Provisions

Bills containing equal provisions relating to a common subject are arranged in a logical order.

4-11. New Material — Catchlines.

Provisions used to create new law in an area not covered by present statutes are referred to as “new material”. The basic provisions of a new law should be divided into sections, each of which contains one idea or thought.

Each section must begin with a caption or “catchline”. With the exception of the Uniform Commercial Code, catchlines are not part of the law. (See sections 1-11-103 and 30-1-109, MCA.) In the past, catchlines usually were added by the codifier, but the present rule is to add a catchline during the drafting process for convenience and readability. (If a bill is enacted without catchlines, the Code Commissioner’s staff will add the catchlines when the new sections are codified.) The catchline should be as brief as possible and clearly show what the section topic is. If the drafter feels that the catchline must be quite long to cover the meaning of the section, the section itself is probably too broad. If more than one thought is set forth in a catchline, each thought is separated by a dash. The catchline should not be a complete sentence.

In new material, internal references to other sections of the bill that are new sections should be bracketed. The Code Commissioner’s staff will insert the proper Code section number before the Code is printed. (See section 4-18 for discussion of how the placement of new material in the Code is determined.)

NEW SECTION. Section 4. Department head — appointment — powers and duties. (1) The governor shall appoint each department head.

(2) Each department head shall supervise, direct, account for, organize, plan, administer, and execute the functions vested in the department in accordance with 86-1-101, 86-1-102, and [section 20].

4-12. Amendatory Material.

Sections of a bill amending present law are arranged in numerical order by Code section number. There must be a separate bill section for each Code section amended. The brief, simple amending clause should be used. ("Section ____ , MCA, is amended to read:") The Joint Rules provide: "In a section amending an existing statute, matter to be stricken out must be indicated with a line through the words or part to be deleted, and new matter must be underlined." (See Joint Rule 10-130.) This means that new material added to an existing Code section is underlined; new material that will become an entirely new Code section is not underlined and is designated "NEW SECTION".

Section 5. Section 2-17-301, MCA, is amended to read:

"2-17-301. Supervision of mailing facilities. The controller department shall maintain and supervise any central mailing facilities."

The Joint Rules also provide: "A statute may not be amended or its provisions extended by reference to its title only, but the statute section that is amended or extended must be reproduced or published at length." (See Joint Rule 40-80.) The question of whether a subsection may be amended without setting out the entire parent section at length has never been adjudicated in Montana. (Ease of amendment is just one more reason for dividing new law into short, concise sections.) The computerized updating of the statute database requires that an entire section be amended, not just a subsection. As noted earlier, all bills not prepared by the Legislative Services Division staff must be reviewed by the staff and entered on the automated bill drafting system before introduction. The Legislative Services Division staff prefers that all bills be submitted for review in the manner described in section 1-6.

If it is necessary to amend Session Laws, the drafter must refer to the session law chapter number. (See Appendix E for example of bill amending Session Laws.)

The Secretary of State assigns chapter numbers to the laws after they are signed by the Governor. (See section 5-11-204, MCA.)

4-13. Designating New Sections.

Any section that does not amend Code, Session Laws, or Administrative Rules of Montana must be designated "NEW SECTION". This designation includes noncodified sections, such as repealers and effective dates, and sections in bills containing all new material.

4-14. Short Form Amendments.

To effect a single name change and transfer of functions from one agency to another involving numerous Code sections, the short form

amendment may be used to save considerable time and expense. After finding all Code sections in which the name change is necessary, the following form may be used:

NEW SECTION. Section 1. Functions transferred — name change. (1) The functions of the department of agriculture contained in Title 80, chapter 20, 80-31-102, 80-31-110, and 80-32-121 through 80-32-127 [list all code sections, parts, and chapters] that relate to the alphabetizing of animal brands are transferred to the department of livestock.

(2) In the provisions of the Montana Code Annotated listed in subsection (1), the term "department of agriculture" or "department", meaning the department of agriculture, is changed to "department of livestock" or "department", meaning the department of livestock.

4-15. Outline Style.

There is no rule fixing the length of a section. Generally, a section should include only a single idea. The shorter the section, the more quickly it may be understood and the easier it is to amend if amendment is needed. If the drafter finds it difficult to phrase a brief catchline for the section, it is likely that there are too many ideas in the section. Each paragraph in a bill must be given a section or subsection designation. Outline order for subsections is as follows:

- (1) If (1) is used, there must be a (2).
- (2)
- (3)
- (a) If (a) is used, there must be a (b).
- (b)
- (c)
- (i) If (i) is used, there must be a (ii).
- (ii)
- (iii)
- (A) If (A) is used, there must be a (B).
- (B)
- (C)
- (I) If (I) is used, there must be a (II).
- (II)
- (III)
- (4)

Only the second-to-last item of a series should have an "and" or an "or" (e.g., (a), (b), or (c)).

Sections or subsections are indented except when the (1) follows the catchline. If there is a lead-in phrase or sentence that ends with a colon and is followed by a (1), that (1) is indented.

22-1-101. Duties of board. (1) The board shall adopt rules relating to public safety

(2) The board shall hold hearings

22-1-101. Duties of board. The board, under the provisions of 15-2-102, shall:

(1) adopt rules relating to public safety;

(2) hold hearings; and

(3) arrange all meetings.

When a complete sentence follows a dependent clause within a subsection, the dependent clause and the sentence end with periods.

The board shall:

(1) adopt rules relating to public safety;

(2) hold hearings. The hearings may not be longer than 1 hour in duration.

(3) arrange all meetings.

Note that when a sentence is added to the next-to-last outline designation, the coordinating conjunction (“and” or “or”) is lost. The drafter may wish to insert language in the lead-in to specify that “any” or “all” of the following outline designations apply or may wish to reorder the outline designations to keep the coordinating conjunction.

If material preceding a colon is a complete thought and each of a numbered (and indented) series can stand alone, the first letter is capitalized and the sentence ends with a period. Otherwise, the first letter is in lowercase and the sentence ends with a semicolon; if some but not all of the first letters must be capitalized (for instance, “Montana”), try to rearrange those phrases so that they begin with a lowercase word.

4-1-101. Definitions. As used in this part, the following definitions apply:

(1) “Bonds” includes all instruments representing indebtedness, the borrowing of money, or a charge on specific revenue.

(2) “Public body” means any political or governmental subdivision of the state.

4-1-101. Budget amendment. An approved budget amendment is an approval by the budget director of a request submitted through the budget division to:

(1) obtain financing;

(2) transfer excess funds; or

(3) increase the appropriation.

If possible, include all identical language in the section in the lead-in phrase before the colon. Do not repeat it in each subsection.

Avoid repetitious language, as in (1)(a) through (1)(c) and (2)(a) and (2)(b):

17-7-201. Building and construction defined. In this part, the following definitions apply:

(1) "Building" includes a:

(a) building, facility, or structure constructed or purchased wholly or in part with state money;

(b) building, facility, or structure at a state institution; or

(c) building, facility, or structure owned or to be owned by a state agency, including the department of transportation.

(2) Building does not include a:

(a) building, facility, or structure owned or to be owned by a county, city, town, school district, or special improvement district; or

(b) building, facility, or structure used as a component part of a highway or water conservation project.

(3) "Construction" includes construction, repair, alteration, and equipping and furnishing during construction, repair, or alteration.

Preferred:

17-7-201. Building and construction defined. In this part, the following definitions apply:

(1) (a) "Building" includes a building, facility, or structure:

(i) constructed or purchased wholly or in part with state money;

(ii) at a state institution; or

(iii) owned or to be owned by a state agency, including the department of transportation.

(b) Building does not include a building, facility, or structure:

(i) owned or to be owned by a county, city, town, school district, or special improvement district; or

(ii) used as a component part of a highway or water conservation project.

(2) "Construction" includes construction, repair, alteration, and equipping and furnishing during construction, repair, or alteration.

Be extremely careful when inserting subsections. Often a meaning can be altered substantially if subsection numbers are carelessly inserted. See the following example. The mathematical computation is entirely different in the two versions.

Wrong:

The holder may charge an amount equal to the difference between:

(1) the refund required under 31-1-242; and

(2) the refund required for payment in full as of 1 month prior to the due date times the number of months in which no payment was made.

Right:

The holder may charge an amount determined as follows:

(1) Calculate the difference between:

(a) the refund required under 31-1-242; and

(b) the refund required for payment in full as of 1 month prior to the due date.

(2) Multiply the difference by the number of months in which no payment was made.

4-16. Penalty.

If a violation of an act is to result in a penalty, a separate section is devoted to setting forth the penalty. The wording of this section is patterned after that used in the Montana Criminal Code of 1973.

NEW SECTION. Section 8. Penalty. A person convicted of violating 1-1-101 shall be fined not more than \$500 or be imprisoned in the county jail for a term not to exceed 6 months, or both.

The traditional language in the above example provides an exception to the “shall/must” rule stated in section 2-5.

4-17. Repealer.

It may be necessary to repeal one or more statutes that conflict with a new act. Each statute to be repealed must be identified and listed separately. If an entire chapter or part is to be repealed, list the sections separately but do not include reserved sections. Do not say “chapter 7 is repealed” because this implies that no future law may be codified in chapter 7.

A statement that “all acts or parts of acts in conflict herewith are repealed” is improper and ineffective.

Whenever a bill repealing a section is drafted, the same bill must amend any other section in the Code containing a reference to the section being repealed. (See the discussion of the online internal reference list in section 1-8.)

NEW SECTION. Section 9. Repealer. Sections 1-1-101, 1-1-102, 1-1-103, 1-1-104, and 3-4-102, MCA, are repealed.

4-18. Code Placement & Applicability — Codification Instruction.

(1) Placement

The drafter is cautioned not to assign Code section numbers to new material or to renumber existing Code sections because of the possibility of the same number being assigned to more than one section and because logical placement cannot be determined until all the legislation passed during a session is studied as a whole. However, the drafter may propose placement of the law and express this intent by attaching a "Suggested Assignment of Statute Numbers" form ("strawberry sheet") to the bill draft. (See Appendix R.)

It may be necessary to express this intent in the bill itself in a section giving instructions to the Code Commissioner to codify the section in a given chapter or part. (See discussion and example below.)

(2) Applicability

Often it is not enough merely to suggest where a section should be codified. In many instances, it is vital that the drafter express the intent to apply present law to the new law.

For example, let us assume the drafter is drafting a bill that relates to a chapter of the Code that is arranged as follows:

CHAPTER 1 HAZARDOUS WASTE AGENCY Part 1 — General Provisions

- 1-1-101. Definitions.
- 1-1-102. Rulemaking authorized.
- 1-1-103. Injunction authorized.
- 1-1-104. Penalties.

Part 2 — Certificates and Permits

- 1-1-201. Certificate or permit required.
- 1-1-202. Application.
- 1-1-203 through 1-1-206 reserved.
- 1-1-207. Hearings.
- 1-1-208. Appeals.

The drafter's bill is concerned with findings necessary for issuance of a certificate. After studying chapter 1 carefully, the drafter determines that the one-section bill should be codified as 1-1-203. However, in order to so codify the section, the Code Commissioner may

be forced to make additional changes in several sections unless the bill itself shows an intent to incorporate the new law into the present law.

For instance, if in the hypothetical chapter, 1-1-101 (Definitions) or 1-1-104 (Penalties) contains language such as “as used in this chapter, the following definitions apply” or “Violation of this chapter is a misdemeanor”, it could be an error to insert new law into the chapter without excepting it from the definition and penalty sections. Therefore, the Code Commissioner would be required to add excepting language. Mere placement would appear to apply the definitions and penalties to the new section when the Legislature had not expressed an intent that they apply.

If the intent is to have the definitions and penalties apply, the drafter must insert a section in the bill to indicate this intent. (See example below.)

(3) Codification Instruction

Present law may by reference be incorporated into a bill by use of a codification instruction. To avoid repeating definitions, rulemaking authority, penalties, other substantive law, etc., and to ensure that an established body of law with its previously construed terms will apply to new law, a codification instruction is essential. However, if a codification instruction indicates the title, chapter, and part in which new law is to be codified but does not state that the provisions of that title, chapter, and part are to apply to the new law, then it is implied that the drafter’s intent is that present law not be incorporated into the new law. This type of codification instruction should be avoided.

Whenever a bill contains new sections, either a codification instruction should be included in the draft or a “Suggested Assignment of Statute Numbers” form (“strawberry sheet”) should be attached, whichever is appropriate.

NEW SECTION. Section 13. Codification instruction.

[Sections 1 through 5] are intended to be codified as an integral part of Title 2, chapter 6, part 7, and the provisions of Title 2, chapter 6, part 7, apply to [sections 1 through 5].

A codification instruction may also be used to effect renumbering and reintegrating of Code sections into a different chapter or part of the Code.

NEW SECTION. Section 13. Codification instruction.

Sections 20-25-901 through 20-25-903 are intended to be renumbered and codified as an integral part of Title 19, chapter 4.

4-19. Coordination Instruction.

Frequently, the Legislature considers two bills that conflict with each other. To determine whether there is an introduced bill that conflicts with a current drafting project, a bill drafter may consult the status report on Code sections affected. The Legislative Services Division also makes available a sections amended list, arranged numerically according to MCA number, of all MCA sections proposed for amendment and the bills amending them. The Code Commissioner's staff typically prepares about 300 composite sections for each edition of the MCA. Multiple amendments to the same section do not usually represent a conflict; however, most conflicts that do occur arise from such multiple amendments. Assuming that other means are not available to resolve such conflicts (e.g., negotiation between the requestor and the sponsor of the other bill), a coordination instruction may be necessary. A typical coordination instruction will void the conflicting provision in the draft bill if the other bill is passed and approved with the troublesome provision intact.

NEW SECTION. Section 14. Coordination instruction. If ____ Bill No. ____ [LC 200] is passed and approved and if it includes a section that amends 1-1-101, then [section 1 of this act], amending 1-1-101, is void.

4-20. Saving Clause.

Because normally it is presumed that changes in the law are in full force from the effective date, new laws often could disrupt transactions already in progress. The saving clause preserves rights and duties that already have matured or proceedings already begun.

NEW SECTION. Section 15. Saving clause. [This act] does not affect rights and duties that matured, penalties that were incurred, or proceedings that were begun before [the effective date of this act].

If a criminal statute is repealed, unless the act itself contains language to the contrary, section 1-2-205, MCA, applies. It provides that the repeal of a law creating a crime does not bar prosecution for or punishment of an act already committed in violation of that law.

Another method of preserving rights and duties that have matured is to choose a date upon which the persons coming within the act must comply with its operative provision.

NEW SECTION. Section 15. Operative date. A certificate is not required under [section 10] for any facility under construction or in operation on or before December 31, 1999.

4-21. Severability Clause.

If a statute is found to be unconstitutional or invalid in part, the court must decide if the invalid portion is severable from the valid portion and looks to legislative intent. The Montana Supreme Court has held that inclusion of a severability clause in a bill creates a presumption that the valid portions of a bill would have been enacted without the invalid portions (*Bacus v. Lake County*, 138 M 69, 354 P2d 1056, 1083 (1960), and *Sheehy v. Pub. Employees Retirement Div.*, 262 M 129, 864 P2d 762 (1993)) and thus only the invalid portions are avoidable. (See, however, *White v. St.*, 233 M 81, 759 P2d 971 (1988), and Judge Rapkoch's dissent in *Sheehy*. The Montana Supreme Court has also held, in apparent contradiction to Judge Rapkoch's dissent in *Sheehy*, that there is a presumption that the Legislature intended all severable portions of an act to be upheld, regardless of whether an express severability clause appears in the act. *Gullickson v. Mitchell*, 113 M 359, 375, 126 P2d 1106 (1942). Therefore, there is probably no reason to include a severability clause in every bill, but one may be included if the drafter has particularized concerns.) As a rule, severability clauses are not codified but are noted in the Annotations.

NEW SECTION. Section 16. Severability. If a part of [this act] is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of [this act] is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

4-22. Nonseverability Clause.

In the rare instance that the sponsor intends that the entire act should fall if one of the provisions is declared unconstitutional, a nonseverability clause may be added.

NEW SECTION. Section 16. Nonseverability. It is the intent of the legislature that each part of [this act] is essentially dependent upon every other part, and if one part is held unconstitutional or invalid, all other parts are invalid.

4-23. Extraordinary Vote Clause.

Certain types of bills require extraordinary votes for approval. (See section 5-7.)

NEW SECTION. Section 17. Two-thirds vote required. Because [section 2] limits governmental liability, Article II, section 18, of the Montana constitution requires a vote of two-thirds of the members of each house of the legislature for passage.

4-24. Applicability Date.

Do not confuse the applicability date with the effective date. A bill may become effective on passage and approval or on October 1 but apply retroactively or prospectively. To apply retroactively, a law must expressly so state (section 1-2-109, MCA).

NEW SECTION. Section 18. Retroactive applicability. [Sections 1 through 5 and 7 through 9] apply retroactively, within the meaning of 1-2-109, to all occurrences after December 1, 1998.

or

NEW SECTION. Section 18. Applicability. [This act] applies to tax years beginning after December 31, 1999.

4-25. Effective Date.

Section 1-2-201(1), MCA, provides: "(a) Except as provided in subsection (1)(b) or (1)(c), every statute adopted after January 1, 1981, takes effect on the first day of October following its passage and approval unless a different time is prescribed in the enacting legislation.

(b) Every statute providing for appropriation by the legislature for public funds for a public purpose takes effect on the first day of July following its passage and approval unless a different time is prescribed in the enacting legislation.

(c) Every statute providing for the taxation of or the imposition of a fee on motor vehicles takes effect on the first day of January following its passage and approval unless a different time is prescribed in the enacting legislation."

Passage and approval means the time that a measure either is signed by the Governor or becomes law automatically if not signed within the prescribed time. An effective date should not be included in a bill unless the sponsor wants to delay the effective date, there is an emergency requiring an early effective date, the bill has fiscal impact necessitating a July 1 effective date (see Bills With Fiscal Impact, section 6-1), the bill taxes motor vehicles, or the bill grants rulemaking authority that must be exercised prior to October 1 (see Bills Granting Rulemaking Authority, section 6-2). An effective date before October 1 may deprive the general public of sufficient notice and deprive administrators of the act of sufficient time to prepare procedures for the new act. (See also section 13-27-105, MCA, for the effective date of an initiative or referendum.)

NEW SECTION. Section 19. Effective date. [This act] is effective December 1, 1999. (delayed)

or

NEW SECTION. Section 19. Effective date. [This act] is effective on passage and approval. (immediate)

or

NEW SECTION. Section 19. Effective date. [This act] is effective July 1, 1999. (early)

Occasionally, it is desirable to make only a portion of the act effective before October 1. In such a case, it is essential to make sure that the effective date section is itself made effective on the earlier date. An effective date section that does not itself become effective until October 1 cannot operate until October 1 and therefore cannot make other provisions of the act effective before October 1.

*Wrong/
Inoperative*

NEW SECTION. Section 19. Effective dates. (1) Except as provided in subsection (2), [this act] is effective October 1, 1999.
(2) [Sections 3, 5, and 7] are effective on passage and approval.

*Right/
Operative*

NEW SECTION. Section 19. Effective dates. (1) Except as provided in subsection (2), [this act] is effective October 1, 1999.
(2) [Sections 3, 5, and 7 and this section] are effective on passage and approval.

Whenever there is more than one effective date, the effective date section must specify **all** effective dates, including October 1, and the title must specify **"AND PROVIDING EFFECTIVE DATES"**.

Special Types of Bills

5-1. Validating Bills.

A validating bill is used to cure any irregularities in actions, proceedings, or transactions carried out under authority of existing law. A bond validating act is passed each session by the Montana Legislature. This type of bill may be used to validate other types of actions (such as approval of plats, distribution of revenue according to a prior census, petitions for creation of districts, etc.) as long as it does not impair the obligation of contracts or disturb a vested right.

In the past, bond validating acts have broken all rules concerning style and language in legislative drafting. It is not necessary to continue to use archaic, flowery language. (See Appendix G for a sample validating act.)

5-2. Interstate Compacts.

An interstate compact is a contract among several states that is enacted into law in each contracting state. A compact must be enacted in substantially the same form in each party state. For example, the drafter may inspect the several interstate compacts adopted by Montana, such as the Driver License Compact (section 61-5-401, MCA), Interstate Compact on Juveniles (section 41-6-101, MCA), Interstate Library Compact (section 22-1-601, MCA), and Interstate Compact on Mental Health (section 53-22-101, MCA).

5-3. Uniform or Model Acts.

(1) Uniform acts are prepared by the National Conference of Commissioners on Uniform State Laws and generally are intended to be followed exactly in substance. The purpose of a uniform act is to cover an area of law by a method that will avoid conflicts among the laws of different states. An example is the Uniform Interstate Family Support Act, Title 40, chapter 5, part 1, MCA.

(2) Model or "suggested" acts are prepared by the drafting committee of the Council of State Governments and by other persons and organizations and are intended as guides for legislation in which

uniformity is not necessary. A model act is essentially a suggested method for handling a given area of law by providing guidelines within which a state may substitute sections to accommodate local peculiarities. An example is the Montana Business Corporation Act, Title 35, chapter 1, MCA. Copies of the publication *Suggested State Legislation* by the Council of State Governments are available in the Legislative Library.

5-4. Appropriation Bills.

Article V, section 11(4), of the Montana Constitution requires every appropriation other than general appropriations for the operation of government to be “made by a separate bill, containing but one subject”. (See also discussion of general appropriation bills in section 4-4(3).) The general appropriation bills covering the usual expenses of state government are prepared in accordance with a predetermined format. (See Appendix F for sample format.)

NEW SECTION. Section 1. Appropriation. The following money is appropriated from the general fund to the board of bill drafting to fund publication of the Bill Drafting Manual:

Fiscal year 2000	\$65,720
Fiscal year 2001	9,280

NEW SECTION. Section 1. Appropriation. The following money is appropriated from the account established by 69-1-223 to the office of the consumer counsel:

Fiscal year 2000	\$200,000
Fiscal year 2001	300,000

The Montana Supreme Court has held that an appropriation may be part of a nonappropriation bill without violating the unity of subject rule if the appropriation is incidental to the single subject of the bill (*Hill v. Rae*, 52 M 378, 158 P 826 (1916), and *State ex rel. Veeder v. St. Bd. of Educ.*, 97 M 121, 33 P2d 516 (1934)). For example, if a bill creates a governmental agency or program, a section of the bill appropriating money to fund the program would be proper. However, the most recent (and probably the safest) practice has been to create the new entity and provide for necessary administrative procedures, etc., in one bill and appropriate the necessary money therefor in a separate bill.

Bills statutorily appropriating money by permanent law must conform to the requirements of section 17-7-502, MCA, in order to be effective.

5-5. Constitutional Amendments.

Article XIV, section 8, of the Montana Constitution provides for constitutional amendment by legislative referendum. The proposed amendment must receive an affirmative vote by two-thirds of the Legislature before it is referred to the people. Article VI, section 10, provides that bills proposing amendments to the Montana Constitution need not be submitted to the Governor for the Governor's signature. Title 13, chapter 27, MCA, contains the general law relating to procedures to be followed by the Secretary of State and other officials when submitting a constitutional amendment (and other ballot issues) to the electorate. Article XIV, section 8, provides that, unless the amendment provides otherwise, the amendment becomes effective on July 1 following certification of the election returns. (See Appendix H for sample formats.)

5-6. Referendums.

Article III, section 5, of the Montana Constitution provides that the people may approve or reject by referendum any act of the Legislature except an appropriation of money. The Legislature may order a proposed law to be voted upon by the people, or the people may petition to so vote. An "act" does not include a joint resolution ratifying an amendment to the United States Constitution (*State ex rel. Hatch v. Murray*, 165 M 90, 526 P2d 1369 (1974)).

Section 13-27-313, MCA, provides that the Attorney General must approve the form of the referendum ballot. When the Legislature orders an act to be referred to the people, the Secretary of State sends a copy of the proposed law to the Attorney General (section 13-27-310, MCA) so that the Attorney General may write an explanatory statement of the measure (section 13-27-312, MCA). At the same time, the Secretary of State asks the Attorney General to approve the ballot form, which is usually prescribed in the act ordering the referendum. The drafter should become acquainted with Title 13, chapter 27, MCA, Ballot Issues.

Usually, the last section of a bill for a referendum is the section ordering a vote of the people. (See Appendix I for sample format.)

5-7. Bills Requiring Extraordinary Votes.

Certain types of bills require extraordinary votes in order to become effective. Examples of bills requiring extraordinary votes are:

- (1) a bill to grant to a public entity immunity from suit — two-thirds of each house, Art. II, sec. 18;
- (2) a vetoed bill — two-thirds of each house to override, Art. VI, sec. 10;

(3) a bill to appropriate highway revenue for nonhighway purposes — three-fifths of each house, Art. VIII, sec. 6;

(4) a bill creating state debt — two-thirds of each house, Art. VIII, sec. 8;

(5) a bill to appropriate severance tax trust fund principal — three-fourths of each house, Art. IX, sec. 5;

(6) a bill to propose calling constitutional convention — two-thirds of all members, Art. XIV, sec. 1; and

(7) a bill to propose amendment to Montana Constitution — two-thirds of all members, Art. XIV, sec. 8.

A section of a bill giving notice that it requires an extraordinary vote normally comes before the effective date section if one is included. (See Appendix P.)

Bills With Special Provisions

6-1. Bills With Fiscal Impact.

Section 5-4-201, MCA, provides that a bill having an effect on revenue, expenditures, or the fiscal liability of the state or a local government may not be reported out of committee without an attached fiscal note estimating the dollar amount of the fiscal impact. The fiscal note requirement does not apply to an appropriation bill carrying a specific dollar amount.

When a bill is reviewed by the Legislative Services Division staff prior to introduction, its possible fiscal impact is considered. If a fiscal note appears to be needed, a stamp so indicating is affixed to the bill by the staff. At the time a bill is introduced, the President of the Senate or the Speaker of the House must determine whether the bill needs a fiscal note. The stamp helps save the presiding officer time in determining whether a fiscal note should be ordered. Upon determination of the need for a fiscal note, the presiding officer requests it from the Budget Director, who is required by law to return the note within 6 days.

The drafter can simplify the process of judging fiscal impact by keeping the fiscal note requirement in mind when drafting bills and indicating on the bill draft that a fiscal note may be required. (See Bill Drafter Checklist, Appendix S.)

The fiscal note is attached to the bill, and the committee considers it with the bill. If a bill is introduced without a request for a fiscal note, the sponsor, the committee considering the bill, or the majority of the house considering the bill on second reading may request the presiding officer to request a fiscal note.

If a sponsor disagrees with a fiscal note, the sponsor may request a sponsor's fiscal note under section 5-4-204, MCA.

A bill's fiscal impact may also necessitate the inclusion of a special effective date. Under section 1-2-201, MCA, unless a different time is prescribed, all bills except appropriation bills and those portions of bills containing statutes providing for taxation or the imposition of a fee on motor vehicles are effective on October 1 following passage and

approval. Appropriation bills become effective on July 1, and statutes providing for taxation or the imposition of a fee on motor vehicles become effective on January 1 following passage and approval. (See Effective Date, section 4-25.) Frequently, a nonappropriation bill will have such an impact on local or state finances as to make it highly desirable to provide an effective date that coincides with the beginning of the fiscal year (usually July 1). See 39 A.G. Op. 29, discussing the problems associated with a bill increasing the county road tax levy without providing a July 1 effective date.

Sections 1-2-112 through 1-2-114, MCA, are also concerned with fiscal impact. These statutes require that any law directing a local government unit or school district to perform an activity or provide a service or facility that will require additional funds contain a specific means of financing the activity or service. Therefore, a drafter must be careful, when drafting bills concerning additional local government or school district services or activities, to include provision for an additional mill levy or remittance of state funds sufficient to fund the new activity. These statutes provide that a bill may not be introduced until a specific means of financing is provided.

6-2. Bills Granting Rulemaking Authority.

(1) In highly complex, technical fields in which the degree of specificity required is not considered appropriate for comprehensive statutory treatment or when interim authority is necessary to provide for continuing compliance with ever-changing federal law and regulations, the requestor may wish to delegate rulemaking authority to an Executive Branch agency. Rules have the force of law (i.e., an enforceable prohibition or mandate of behavior or activity) only if:

- (a) adopted under an express grant of legislative authority;
- (b) adopted under statutory guidelines sufficiently specific to satisfy the constitutional separation of powers requirement for a delegation of rulemaking authority;
- (c) adopted in compliance with the procedures outlined in Title 2, chapter 4, part 3, MCA; and
- (d) consistent with and reasonably necessary to effectuate the purpose of the implemented statutes (section 2-4-305(6), MCA).

(2) Items (a) and (b) above are most significant from the bill drafting standpoint. An express grant of rulemaking authority is created for a new body of law by stating substantially that "The department [may] [shall] adopt rules to implement [sections 1 through 12]." Section 5-4-103, MCA, enacted by the 1997 Legislature, provides that a statute delegating rulemaking authority to an agency must contain specific guidelines describing for the agency and the public what the rules may and may not contain.

A statement that something must be in accordance with rules adopted by the department, that a person or entity is required to follow rules to be adopted by the department, or similar language is not a grant of rulemaking authority—it is merely a mandate that department rules on the subject be followed.

An existing program that already includes an express grant of rulemaking authority may be modified or expanded by amendment of MCA sections to which the existing express grant of authority applies or by enactment of a new bill section along with a codification instruction making the existing authority apply to the new bill section. (See Code Placement & Applicability — Codification Instruction, section 4-18.)

(3) A mere implication of power to adopt rules gleaned from implemented statutes because of a perceived necessity for rules is not a sufficient reason to adopt legislative rules, i.e., rules having the force of law (section 2-4-102(13)(a), MCA). Moreover, even a clearly expressed grant of rulemaking authority will be ineffective if it is so broad and unrestricted as to constitute an unconstitutional delegation of legislative authority. (See *In re Gate City S&L Ass'n*, 182 M 361, 597 P2d 84 (1979).)

(4) Basic policy and guidelines must be determined by the Legislature as set forth in statutory restrictions, standards, and criteria to be followed by the agency in adopting rules. For further discussion of constitutional problems related to delegation of authority and separation of powers generally, see Chapter 1.

(5) In an area in which the agency does not have existing rulemaking authority, if it is necessary to initiate rulemaking proceedings before the normal October 1 effective date (see discussion of effective dates in section 4-25), the express rulemaking authority section and all sections of the bill to be implemented through such authority should be made effective before the time when initiation of rulemaking proceedings is contemplated.

(6) A bill may also specifically repeal or direct amendment or adoption of an administrative rule. (See section 2-4-412, MCA; Appendix K.)

6-3. Bills Creating a New Agency.

Title 2, chapter 15, MCA, contains a reference to each agency in the Executive Branch created by statute. In the MCA, the creation of an agency is separated from the functions of that agency.

Whenever an Executive Branch agency is created by bill, one or more sections should deal with its creation and internal organization. These sections will be codified in Title 2.

In addition, the bill must contain a definition section that includes a definition of the new agency.

NEW SECTION. Section 2. Definitions. In [sections 2 through 12], the following definitions apply:

(1) "Board" means the board of dogcatchers provided for in [section 1].

(2) "Dogcatcher" means

In this example, "[sections 2 through 12]" will be changed to "this chapter", "this part", or sections "___ through ___" (MCA), as appropriate, and "[section 1]", which creates the board, will become a Code section number in Title 2, chapter 15, MCA. The definition section will be codified with the part of the bill dealing with the functions, powers, and duties of the new agency.

The same rule applies to the creation of any new Legislative or Judicial Branch agency. For example, the composition, terms, and officers of the Environmental Quality Council are provided for in Title 5, MCA, Legislative Branch, because the Council is a legislative agency. However, the functions of the Council are codified in Title 75, MCA, Environmental Protection. (See sections 5-16-101 through 5-16-105, MCA, and Title 75, chapter 1, part 3, MCA.)

Whenever a drafter is dealing with a change of an agency's functions or duties, the statutes relating to the creation and composition of the agency must be checked as well as the substantive area of the law.

Chapter 7

Resolutions

The only type of instrument other than a bill that may be introduced in either house of the Legislature is a resolution.

7-1. Simple Resolution.

A simple resolution may be used to amend the rules of or to provide for the internal affairs of the house adopting it. A simple resolution does not require three readings or a roll call vote as does a bill or joint resolution.

7-2. Joint Resolution.

A joint resolution is effective upon passage by both houses and need not be submitted to the Governor for the Governor's signature (Article VI, section 10, Montana Constitution). Some common uses of joint resolutions are to:

- (1) send a request to a state agency, Congress, or the President;
- (2) express sympathy to relatives of a deceased legislator;
- (3) amend or adopt Joint Rules;
- (4) ratify or propose amendments to the U.S. Constitution;
- (5) request repeal, amendment, or adoption of Executive Branch administrative rules (section 2-4-412, MCA);
- (6) express support for or disapproval of federal legislation;
- (7) prescribe duties, compensation, etc., of legislative employees;
- (8) request an interim study; or
- (9) approve construction of a state building (sections 18-2-102 and 20-25-302, MCA).

The law provides that disasters and emergencies be dealt with by the Legislature by joint resolution (sections 10-3-302(3), 10-3-303(3) and (4), 10-3-505(5), and 90-4-310, MCA). A negotiated labor settlement may also be submitted by joint resolution (section 39-31-305(3), MCA).

Resolutions do not have the force of law. In *Gildroy v. Anderson*, 162 M 26, 507 P2d 1069 (1973), the Supreme Court said, "The effect and validity of a joint legislative resolution must be decided upon a consideration of the purpose intended to be accomplished and in light of the applicable provisions of the Montana Constitution." The court went on to say, "A joint resolution is not a general law and cannot be used to control the discretion of the governor."

The format of resolutions has been prescribed by custom. In resolutions, it would seem that even the unity of subject rule need not be followed because the resolution does not have the binding effect of a law. Customary formats are presented in the Appendix and must be followed by the drafter.

The preamble of a resolution is identical to the preamble of a bill. It usually begins with "WHEREAS" and states the purpose of or reason for the resolution.

In a resolution, a resolving clause takes the place of the enacting clause of a bill. In the past, the body of a resolution has consisted of one or more paragraphs, each beginning with the statement "BE IT FURTHER RESOLVED". The drafter may wish to number the paragraphs, as shown in the second example in Appendix N, as an alternative, rather than continue to repeat the rather flowery, archaic language.

Standard capitalization rules are followed when drafting a resolution.

Bill Amendments

8-1. Introduction.

Bill amendments are prepared by the Legislative Services Division staff, committee staffs, amendments coordinators, lobbyists, or legislators themselves. If the amendment is made by a committee, it is presented in a Standing Committee Report, as shown in section 8-5.

The amendment must identify the specific copy of the bill to be amended, i.e., introduced (white); second reading (yellow); third reading (blue); second house, second reading (tan); or reference bill (salmon). Only the most recent copy of the bill may be amended!

8-2. Reminders When Amending Bills.

(1) (a) Check that changes made by amendment are reflected in the title, if necessary. These changes include the insertion or removal of all amended or repealed MCA section numbers (listed in numerical order) and related descriptive language.

(b) Remember that appropriation, effective date, applicability, and termination provisions must be reflected in the title.

(2) Amend the catchline, if necessary.

(3) Amend entire words, not portions of words (e.g., to change spelling or capitalization).

(4) Check amendment language for clarity, spelling, punctuation, outlining, style, and consistency with the rest of the bill.

(5) Make sure that new internal references in the amendment are accurate.

(6) Check the entire bill for any references to terms, figures, or dates that are being changed or provisions that are being deleted, i.e., the amendment appears in all appropriate places.

(7) (a) If “department”, “board”, etc., are used in new language, check that the terms are defined for the title, chapter, or part.

(b) Check that new definitions are in alphabetical order and that they are used and used consistently.

(c) If a defined term is added, deleted, or changed, check that language in the bill works with the term as amended. (If a defined term is deleted by amendment, there should be no reference to that term in the title, chapter, or part to which the definition had applied.) (See Appendix T for tips on searching.)

(8) If a concept or program is amended out, such as a tax credit for the elderly or a task force, make sure that reference to it is taken out everywhere in the bill.

(9) If bill section numbers are changed, check the entire bill for internal references to those sections. Especially watch “housekeeping” (noncodified) sections.

(10) If an amendment causes reoutlining:

(a) check that section’s outline and recheck subsection references in that section;

(b) search the entire bill for internal references to the former subsection numbers of the reoutlined section; and

(c) check the online internal reference list unless the provision being amended is a new section. (See section 1-8.)

(11) (a) If additional sections are being repealed, be sure to check that both the title and repealer section reflect the amendment and check the online internal reference list and amend any sections affected.

(b) Make sure that an MCA section is not being both amended and repealed in the bill (unless a delayed effective date for the repealer allows both).

(c) If an amendment removes the repeal of a section, address any stricken references to the repealed section and any sections in the bill included only because of references to the repealed section.

(12) If an amendment removes the repeal of a section, check to see if any section is in the bill because it contained a concept relating to the repealed section. For example, if a repealed section providing for an account is unrepealed, then any section containing language that was stricken regarding the account needs to be amended to insert the stricken language. (Check that the section is still substantively amended.)

(13) (a) Note that if there is more than one effective date in the bill, amendments may not include references to “[the effective date of this act]”; use “[the effective date of this section]”.

(b) To avoid listing references to many sections in the bill, use the following language in an effective date section (this applies to a original bill draft as well):

“(1) Except as provided in subsection (2), [this act] is effective on passage and approval.

(2) [Sections 3, 7, and 52] are effective January 1, 2000.”

(14) Check that a termination provision does not terminate a repealer section. A repealer section may not be terminated.

(15) If an amendment is adding a coordination instruction, check the bill referenced in the amendment and make sure that the coordination provisions work.

(16) Remember that Article V, section 11, of the Montana Constitution states that a bill may not be altered or amended on its passage through the Legislature so as to change its original purpose. This particularly applies to substitute bills. If the amendment would entirely change the original direction of the bill or enter a new subject area not covered by the original bill, a constitutional problem is likely.

(17) If an amendment removes the only substantive amendment from an MCA section, amend the entire section out of the bill because it no longer relates to the stated purpose of the bill. When a section is removed from a bill for this reason, the title and any affected internal references must also be amended.

8-3. Substitute Bill.

If the proposed amendment is very extensive, it may be easier to rewrite the entire bill. This is called a substitute bill. The Joint Rules provide that if the amendment is relevant to the title and subject matter of the original bill and is so extensive that a standard amendment would be long and difficult to comprehend, the bill may be amended by striking all of the bill following the enacting clause and substituting an entirely new bill. (See section 8-4(14) and Appendix O.)

8-4. Amendment Language Samples.

(1) Amend title

1. Title, lines 5 through 7.

Following: “A PERSON” on line 5

Strike: remainder of lines 5 through 7 in their entirety

Insert: “WHO HAS SERVED A SENTENCE”

(2) Insert material only

1. Page 1, line 23.

Following: “statement”

Insert: “in simple language”

(3) Insert material following stricken material

1. Page 1, line 7.

Strike: “four percent of the payment due”

Insert: “4%”

2. Page 2, line 10.

Following: "42%"

Insert: "12%"

3. Page 4, line 5.

Strike: "The" through "act."

Insert: "The department shall enforce the provisions of this section."

Note: It can help readability to strike an entire sentence and insert a whole new sentence rather than insert many "choppy" amendments into a sentence.

(4) Insert material and renumber

1. Page 4.

Following: line 1

Insert: "**NEW SECTION. Section 2. Restrictions on bargaining.** Nothing in this chapter requires or allows a board of trustees of a school district to bargain collectively upon any matter other than matters specified in 39-31-305."

Renumber: subsequent sections

2. Page 5.

Following: line 3

Insert: "**Section 4.** Section 53-6-205, MCA, is amended to read:

"53-6-205. Departmental reports to legislature. The department shall achieve full implementation of the program, as set forth in this chapter and related sections, no later than January April 1, 2000."

NEW SECTION. Section 5. Reports — filing. The reports submitted pursuant to 53-6-605 must be filed in the office of the secretary of state.

NEW SECTION. Section 6. Codification instruction.

[Section 5] is intended to be codified as an integral part of Title 53, chapter 6, part 6, and the provisions of Title 53, chapter 6, part 6, apply to [section 5]."

Renumber: subsequent sections

(5) Strike and insert columnar figures in appropriation bills

1. Page 12, line 20.

Strike: "45,000" "47,000"

Insert: "44,954" "46,955"

(6) Strike material only

1. Page 1, line 22.

Strike: "by"

(if there is only one "by" on line 22)

2. Page 4, line 23.
Following: "public,"
Strike: "the"

(if there is more than one "the" on the line; if not, use form 1 above)

3. Page 5, line 16.
Strike: "doctor, engineer, lawyer, ACCOUNTANT."

(show material to be stricken exactly as it appears in the bill)

4. Page 3, lines 4 and 5.
Strike: "poultry" on line 4 through "livestock" on line 5

(7) Strike certain lines in their entirety

1. Page 1, line 21 through page 2, line 1.
Following: "vagrancy." on line 21
Strike: remainder of line 21 through page 2, line 1 in their entirety

(8) Strike a section, subsection, or long passage in its entirety

1. Page 1, line 11 through page 3, line 6.
Strike: section 3 in its entirety
Renumber: subsequent sections
2. Page 2, line 24 through page 3, line 15.
Strike: subsection (e) in its entirety
Renumber: subsequent subsections

3. Page 4, line 21 through page 5, line 5.
Following: "act" on line 21
Strike: remainder of line 21 through "day" on page 5, line 5

(9) Strike and renumber subsequent sections or subsections

1. Page 2, lines 1 and 2.
Strike: section 10 in its entirety
Renumber: subsequent sections
2. Page 3, line 21 through page 4, line 2.
Strike: subsections (a) and (b) in their entirety
Renumber: subsequent subsections

When an amendment results in one level of outlining being changed, use the following form:

3. Page 4, line 15.
Strike: "(1)"
Insert: "(a)"
Renumber: subsequent subsections

When an amendment results in several levels of outlining being changed, use the following form:

4. Page 5, lines 1 through 3.

Strike: "(1)" on line 1

Insert: "(a)"

Renumber: subsequent subsections

Page 5, line 2.

Strike: "(a)"

Insert: "(i)"

Renumber: subsequent subsections

Page 5, line 3.

Strike: "(i)"

Insert: "(A)"

Renumber: subsequent subsections

If a section or subsection is renumbered by amendment, check the entire bill to see if internal references are affected and need to be amended.

(10) Strike and replace a section or subsection

1. Page 12, lines 5 through 21.

Strike: section 13 in its entirety

Insert: "Section 13. Section 1-1-101 is amended to read:

"1-1-101. Definition of law. "Law" is"

2. Page 14, lines 7 through 21.

Strike: subsection (c) in its entirety

Insert: "(c) A person who violates this section is guilty of a misdemeanor."

If a section or subsection is renumbered by amendment, check the entire bill to see if internal references are affected and need to be amended.

(11) More than one amendment on the same line

1. Page 12, line 23.

Following: "registrant"

Insert: "or licensee"

Following: "proper"

Strike: "inspection"

(12) Same amendment in many places in large bill

1. Page 2, line 13.

Page 3, lines 4 and 21.

Page 6, lines 1, 4, and 12.

...

...

Page 134, lines 2, 15, 18, 22, and 25.

Strike: "July"

Insert: "August"

(Because this format is cumbersome for the engrossing staff, it should be used sparingly and only for extremely extensive amendments.)

(13) Correct punctuation

1. Page 18, line 10.
Following: "desires"
Strike: "."
Insert: " ; "

(14) Amend a bill as a substitute bill; strike all of the bill after the enacting clause

1. Title, lines 5 through 15.
Following: "AN ACT"
Strike: lines 5 through 15 in their entirety
Insert: "PROVIDING THAT A PERSON CONVICTED OF A CRIMINAL OFFENSE WHO HAS SERVED A SENTENCE AND IS NO LONGER UNDER STATE SUPERVISION MAY BE GRANTED THE PRIVILEGE OF OCCUPATIONAL LICENSURE; AND DEFINING LICENSURE AS A PRIVILEGE."

2. Page 1, line 23 through page 52, line 6.
Strike: everything following the enacting clause
Insert: "NEW SECTION. Section 1. Purpose. It is the public policy of the legislature of the state of Montana to

NEW SECTION. Section 2. Licensure defined as privilege. Licensure is a privilege to be granted or revoked as a police power of the state

NEW SECTION. Section 3. Restoration of rights to felons. Laws for the punishment of crime must be founded on the principles of prevention and reformation

NEW SECTION. Section 4."

8-5. Standing Committee Report.

(Examples)

SENATE

Date _____

Mr.
Ms. President

We, your Committee on Highways, having had under consideration Senate Bill No. 123, respectfully report as follows:
That Senate Bill No. 123, introduced bill, be amended as follows:

or

HOUSE OF REPRESENTATIVES

Date _____

Mr.
Ms. Speaker

We, your Committee on Highways, having had under consideration House Bill No. 123, respectfully report as follows: That House Bill No. 123, introduced bill, be amended as follows:

8-6. Conference Committee Report.

If the Senate and House cannot agree on an amendment (or series of amendments), either house may request a Conference Committee. The format of a Conference Committee Report is determined by the Rules Committee.

Example 1. Amending the bill

March 18, 1999

JOINT CONFERENCE COMMITTEE REPORT NO. 1

ON HOUSE BILL NO. 11

MR. (MS.) PRESIDENT AND MR. (MS.) SPEAKER:

We, your Joint Conference Committee on House Bill No. 11, met March 18, 1999, and considered:

1. Senate Committee on Judiciary amendments to the third reading copy, dated March 5, 1999; and
 2. Senate Committee of the Whole amendments to the third reading copy, dated March 9, 1999.
- (1) We recommend that House Bill No. 11, reference copy, be amended as indicated in the INSTRUCTIONS.

(If it is a Free Conference Committee Report, the committee may recommend further amendment of the bill.)

- (2) We recommend that the Conference Committee Report to House Bill No. 11 be adopted.

INSTRUCTIONS:

1. Page 5, lines 4 through 17.
Strike: section 6 in its entirety
Renummer: subsequent sections
2. Page 6, line 1.
Following: "dogs,"
Insert: "cats,"
3. Page 7, line 12.
Following: "cows,"
Strike: "horses,"

Example 2. Accepting previous amendments

(form used when no amendments are recommended)

We, your Joint Conference Committee on House Bill No. 45,
met March 12, 1999, and considered:

1. Senate Committee on Judiciary amendments to the third
reading copy, dated March 5, 1999.

We recommend that the amendments considered above be accepted
by the House (chamber whose rejection led to the conference).

FOR THE HOUSE:

FOR THE SENATE:

(Presiding Officer's Name)

(Presiding Officer's Name)

(Name)

(Name)

(Name)

(Name)

Chapter 9

Selected Provisions Relating to Bill Drafting

The following is a list of constitutional, statutory, and Joint Rule provisions of which a bill drafter should be especially knowledgeable.

9-1. Montana Constitution.

Article II. Declaration of Rights

Section 4. Equal protection

Section 5. Freedom of religion

Section 7. Freedom of speech, expression, and press

Section 18. State subject to suit

Section 31. Ex post facto, obligation of contracts, and irrevocable privileges

Article III. General Government

Section 1. Separation of powers

Section 5. Referendum

Article V. The Legislature

Section 11. Bills

Section 12. Local and special legislation

Article VI. The Executive

Section 10. Veto power

Article VIII. Revenue and Finance

Section 1. Tax purposes

Section 2. Tax power inalienable

Section 6. Highway revenue nondiversion

Section 8. State debt

Section 9. Balanced budget

Article XIII. General Provisions

Section 1(3). No retrospective law

Article XIV. Constitutional Revision

Section 8. Amendment by legislative referendum

9-2. Montana Code Annotated.

Title 1 — General Laws and Definitions, especially:

Chapter 1, part 2 — General Definitions of Terms Used
in Code

Chapter 2 — Statutory Construction

Chapter 11 — Publication and Updating of Code —
Code Commissioner

Title 2, chapter 4, part 4 — Legislative Review of
Administrative Rules

Title 5, chapter 4 — Legislative Branch — Bills

Title 13, chapter 27 — Ballot Issues

9-3. Rules of the Montana Legislature.

Joint Rules

Chapter 40. Legislation

Chapter 10

Computerized Bill Drafting and Processing

10-1. Introduction.

The Legislative Services Division uses an integrated computerized system that combines microcomputer and mainframe computer word processing software to perform certain tasks, such as bill drafting, bill processing, Code updating, and searching. Individual drafters may use the search capability of the MCA on CD-ROM.

10-2. Framing a Search. (See Appendix T for tips on searching.)

Because the computer cannot think for itself, it is important when considering whether or not to request a search that the searcher have a good idea of the words or phrases the legislative drafter might have used to express the concept being searched. For example, if the search is for all sections of the Code providing statutes of limitations, that phrase actually may never have been used. Instead, the drafter might have said, "suit must be brought within 6 years", "if the action is not brought within 6 years, it is barred", or even "the period of limitations is 6 years". Similarly, a search for sections that define criminal conduct might include the following: "felony", "misdemeanor", "fine", "may be fined", "may be imprisoned", "punishable by", "it is unlawful to . . .", "guilty", "upon conviction of . . .", and possibly "crime", "criminal", or "offense".

Words may be used in senses other than the one to be searched. For example, a drafter might wish to search for material relating to arrest or search warrants. A search of the word "warrant" alone would include not only search and arrest warrants but warrants issued by the State Auditor, warrants of resurvey, stock warrants, and the verb form "if conditions warrant".

Some concepts are nearly impossible to search for, such as "conflict of interest". One can imagine how many ways a drafter might phrase provisions in this area.

Other concepts are so narrow in scope that all or most references are likely to appear in one title. A search may be made of only certain designated portions of the Code.

The Legislative Services Division staff will frame a search for other state agencies and the public. Persons having access to the "LEXIS" or WESTLAW legal research system may conduct their own searches of the Code using that system, or a search may be done on the CD-ROM or World Wide Web version of the Code.

10-3. Drafting System.

The Legislative Services Division staff drafts bills on microcomputers, using WordPerfect software. To enhance the bill drafting process, drafters can retrieve existing Code sections from the Code database directly into their bill draft documents.

By means of special format control codes, selected text can be automatically overstricken, underscored, or capitalized. Standard material in a bill, such as bill identification, the enacting clause, and each introductory amending clause, is automatically inserted into the bill draft document.

Software provides page numbering, sequential numbering of sections, and publishing control code features used in preparing camera-ready copy for publishing.

Following the legislative session, successful bills are processed and merged into the existing Code database to create the updated text of the Montana Code Annotated.

In addition, text from the WordPerfect directory and the Code database is processed to prepare camera-ready copy used to publish the Session Laws and the Montana Code Annotated.

56th Legislature

LC 0001.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT ALLOWING A MUNICIPAL COURT
5 JUDGE AND THE JUDGE'S LAW PARTNERS TO PRACTICE LAW BEFORE
6 ANY COURT OF THIS STATE EXCEPT THE MUNICIPAL COURT OF THAT
7 JUDGE; AMENDING SECTIONS 3-1-601, 3-1-603, AND 3-1-604, MCA; AND
8 PROVIDING EFFECTIVE DATES."

9

10 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

11 **Section 1.** Section 3-1-601, MCA, is amended to read:

12 **"3-1-601. Certain officers not to practice law or administer estates. (1)**
13 **A Except as provided in 3-1-604, a justice or judge of a court of record or clerk**
14 **of any court may not practice law in any court in this state or act as attorney,**
15 **agent, or solicitor in the prosecution of a claim or application for lands, pensions,**
16 **or patent rights or other proceedings before a department of the state or general**
17 **government or a court of the United States during ~~his~~ the justice's or judge's**
18 **continuance in office.**

19 **(2) Neither the court administrator nor an assistant may practice law in any**
20 **of the courts of this state while holding ~~his~~ the position of court administrator or**
21 **assistant.**

22 **(3) A justice or judge of a court of record may not act as administrator or**
23 **executor of any estate for compensation."**

24 **Section 2.** Section 3-1-603, MCA, is amended to read:

25 **"3-1-603. No judicial officer of court of record to have partner practicing**
26 **law. (1) A Except as provided in subsection (2), a judicial officer of a court of**
27 **record may not have a partner acting as attorney or counsel in any court of this**
28 **state.**

29 **(2) A partner of a municipal court judge may act as attorney or counsel in**
30 **any court of this state except the municipal court of the attorney's partner."**

1 **Section 3.** Section 3-1-604, MCA, is amended to read:

2 **"3-1-604. Restrictions on municipal court judges.** A municipal court judge

3 may not practice law before the judge's own municipal court or hold office in a

4 political party during the judge's term of office."

5 **NEW SECTION.** **Section 4. Effective dates.** (1) Except as provided in

6 subsection (2), [this act] is effective October 1, 1999.

7 (2) [Section 1 and this section] are effective on passage and approval.

8 -End-

APPENDIX A
SAMPLE — BILL WITH AMENDATORY MATERIAL
TRANSFERRING FUNDS

91

56th Legislature

LC 0002.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3 BY REQUEST OF THE OFFICE OF BUDGET AND PROGRAM PLANNING

4

5 A BILL FOR AN ACT ENTITLED: "AN ACT DIRECTING THE DEPARTMENT
6 OF ENVIRONMENTAL QUALITY TO TRANSFER TO THE GENERAL FUND
7 FROM THE HAZARDOUS WASTE/CERCLA ACCOUNT A TOTAL NOT TO
8 EXCEED \$1 MILLION; AMENDING SECTION 75-10-621, MCA; AND
9 PROVIDING AN IMMEDIATE EFFECTIVE DATE AND A TERMINATION
10 DATE."

11

12 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

13 **Section 1.** Section 75-10-621, MCA, is amended to read:

14 **"75-10-621. Hazardous waste/CERCLA special revenue account. (1)**

15 There is a hazardous waste/CERCLA special revenue account within the state
16 special revenue fund established in 17-2-102.

17 (2) There must be paid into the hazardous waste/CERCLA account:

18 (a) revenue obtained from the interest income of the resource indemnity trust
19 fund under the provisions of 15-38-202, together with interest accruing on that
20 revenue;

21 (b) all proceeds of bonds or notes issued under 75-10-623 and all interest
22 earned on proceeds of the bonds or notes; and

23 (c) revenue from penalties or damages collected under the federal
24 Comprehensive Environmental Response, Compensation, and Liability Act of
25 1980, as amended in 1986 (CERCLA).

26 (3) ~~Appropriations~~ Except as provided in subsection (6), appropriations may
27 be made from the hazardous waste/CERCLA account only for the following
28 purposes and subject to the following conditions:

29 (a) funds are statutorily appropriated, as provided in 17-7-502(4), to the
30 CERCLA match debt service account necessary to make principal, interest, and

APPENDIX A
SAMPLE — BILL WITH AMENDATORY MATERIAL
TRANSFERRING FUNDS

1 premium payments due on CERCLA bonds;

2 (b) not more than one-half of the interest income received for any biennium
3 from the resource indemnity trust fund may be appropriated on a biennial basis
4 for:

5 (i) implementation of the Montana Hazardous Waste Act, including
6 regulation of underground storage tanks and the state share to obtain matching
7 federal funds;

8 (ii) implementation of Title 75, chapter 10, part 6, pertaining to state
9 assistance to and cooperation with the federal government for remedial action
10 under CERCLA;

11 (iii) expenses of the department in administering and overseeing the
12 implementation of Title 75, chapter 10, parts 4 and 6; and

13 (iv) state expenses relating to investigation and remedial action for any
14 hazardous substance defined in 75-10-602; and

15 (c) to the extent funds are available after the appropriations in subsections
16 (3)(a) and (3)(b), the department may, as appropriate, seek authorization from
17 the legislature or, when the legislature is not in session, through the budget
18 amendment process provided for in Title 17, chapter 7, part 4, to spend funds
19 for:

20 (i) state participation in remedial action under section 104 of CERCLA;

21 (ii) state costs for maintenance of sites at which remedial action under
22 CERCLA has been completed; and

23 (iii) the state share to obtain matching federal funds for underground storage
24 tank corrective action.

25 (4) For the purposes of subsection (3)(c), the legislature finds that a need
26 for state special revenue to obtain matching federal funds for underground
27 storage tank corrective action or for remedial action under section 104 of
28 CERCLA constitutes a serious unforeseen and unanticipated circumstance for
29 the purpose of meeting the definition of "emergency" in 17-7-102. The legislature
30 further finds that the inability of the department to match the federal funds as the

APPENDIX A
SAMPLE — BILL WITH AMENDATORY MATERIAL
TRANSFERRING FUNDS

93

1 funds become available would seriously impair the functions of the department
2 in carrying out its responsibilities under Title 75, chapter 10, parts 4 and 6.

3 (5) There is no dollar limit to the hazardous waste/CERCLA account. ~~Unused~~
4 ~~Except as provided in subsection (6), unused~~ balances remain in the account
5 until appropriated by the legislature for the purposes specified in this section.

6 (6) On or before June 30, 1999, the department shall transfer from the
7 hazardous waste/CERCLA account to the general fund an amount not to exceed
8 \$1 million."

9 NEW SECTION. Section 2. Effective date. [This act] is effective on
10 passage and approval.

11 NEW SECTION. Section 3. Termination. [This act] terminates July 1,
12 1999.

13 -End-

56th Legislature

LC 0003.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3 BY REQUEST OF THE DEPARTMENT OF JUSTICE

4 _____

5 A BILL FOR AN ACT ENTITLED: "AN ACT REPEALING SECTIONS 37-61-304,
6 37-61-305, AND 37-61-306, MCA, WHICH ESTABLISH PROCEDURES FOR
7 DISCIPLINING ATTORNEYS THAT ARE INCONSISTENT WITH ORDERS
8 AND RULES OF THE SUPREME COURT; AND PROVIDING AN IMMEDIATE
9 EFFECTIVE DATE."

10

11 WHEREAS, the Montana Supreme Court has original and exclusive
12 jurisdiction to discipline persons admitted to practice law in Montana pursuant
13 to Article VII, section 2(3), of the Montana Constitution and Title 37, chapter 61,
14 MCA, and its inherent jurisdiction; and

15 WHEREAS, the Montana Supreme Court, by its orders governing the
16 disciplining of persons admitted to practice law in Montana, established a
17 Commission on Practice to receive and investigate complaints of misconduct by
18 lawyers in Montana; and

19 WHEREAS, the Montana Supreme Court, by its orders governing the
20 disciplining of persons admitted to practice law in Montana, also established
21 grievance committees in each judicial district to assist the Commission on
22 Practice in its investigation and processing of complaints of misconduct by
23 attorneys in Montana; and

24 WHEREAS, sections 37-61-304 through 37-61-306, MCA, also address
25 procedures for investigating and processing complaints of misconduct by
26 attorneys in Montana; and

27 WHEREAS, the procedures set forth in sections 37-61-304 through
28 37-61-306, MCA, are inconsistent with the procedures established by the
29 Montana Supreme Court in its orders.

30 THEREFORE, the Legislature of the State of Montana finds it is appropriate

APPENDIX B
SAMPLE — BILL WITH PREAMBLE

1 to repeal these inconsistent sections.

2

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

4 NEW SECTION. **Section 1. Repealer.** Sections 37-61-304, 37-61-305,
5 and 37-61-306, MCA, are repealed.

6 NEW SECTION. **Section 2. Effective date.** [This act] is effective on
7 passage and approval.

8 -End-

56th Legislature

LC 0004.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT ENCOURAGING A SCHOOL
5 DISTRICT TO ESTABLISH AND MAINTAIN A FIREARMS SAFETY
6 EDUCATION COURSE; AND AUTHORIZING A DISTRICT TO USE A
7 COURSE DEVELOPED BY THE DEPARTMENT OF FISH, WILDLIFE, AND
8 PARKS, A LAW ENFORCEMENT AGENCY, OR A FIREARMS
9 ASSOCIATION."

10

11 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

12 NEW SECTION. **Section 1. Firearms safety education.** The trustees of a
13 district are encouraged to establish and maintain a firearms safety education
14 course. The trustees may adopt a course of instruction developed by the
15 department of fish, wildlife, and parks, a law enforcement agency, or a firearms
16 association as its firearms safety education course. Instructors from the
17 department of fish, wildlife, and parks, a law enforcement agency, or a firearms
18 association or a person recognized by the trustees as having expertise in
19 firearms safety education may be used to provide the instruction.

20 NEW SECTION. **Section 2. Codification instruction.** [Section 1] is intended
21 to be codified as an integral part of Title 20, chapter 7, part 1, and the provisions
22 of Title 20, chapter 7, part 1, apply to [section 1].

23

-End-

56th Legislature

LC 0005.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3 BY REQUEST OF THE JOINT SUBCOMMITTEE ON HIGHWAYS

4
5 A BILL FOR AN ACT ENTITLED: "AN ACT EMPOWERING THE
6 TRANSPORTATION COMMISSION TO ESTABLISH PRIORITIES AND TO
7 SELECT ROADS FOR CONSTRUCTION AND RECONSTRUCTION;
8 AMENDING SECTION 60-2-201, MCA; AND PROVIDING AN IMMEDIATE
9 EFFECTIVE DATE."

10
11 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

12 NEW SECTION. **Section 1. Setting priorities and selecting projects.**

13 The commission shall establish priorities and select and designate segments
14 for construction and reconstruction on federal-aid interstate and federal-aid
15 primary and state highway systems. The commission shall use information
16 gathered or discovered by and documents prepared by the department, and
17 department officials and employees shall provide assistance and advice.

18 **Section 2.** Section 60-2-201, MCA, is amended to read:

19 **"60-2-201. General powers of department.** (1) The department may plan,
20 lay out, alter, construct, reconstruct, improve, repair, and maintain highways on
21 the federal-aid systems and state highways according to priorities established
22 by and on projects selected and designated by the commission.

23 (2) The department may cooperate and contract with counties and
24 municipalities to provide assistance in performing these functions on other
25 highways and streets.

26 (3) The department may review and approve projects for the installation of
27 public works on state highway rights-of-way and authorize a county or
28 municipality to let contracts related to the improvements.

29 (4) The department shall adopt necessary rules for the construction, repair,
30 maintenance, and marking of state highways and bridges."

1 NEW SECTION. **Section 3. Codification instruction.** [Section 1] is
2 intended to be codified as an integral part of Title 60, chapter 2, part 1, and the
3 provisions of Title 60 apply to [section 1].

4 NEW SECTION. Section 4. Effective date. [This act] is effective on
5 passage and approval.

6 -End-

APPENDIX E
SAMPLE — BILL AMENDING SESSION LAW

101

56th Legislature

LC 0006.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT MAKING PERMANENT THE
5 PROVISION THAT ELIMINATES USURY LIMITS UNDER THE MONTANA
6 RETAIL INSTALLMENT SALES ACT; AMENDING SECTION 5, CHAPTER
7 276, LAWS OF 1985, AND SECTION 6, CHAPTER 509, LAWS OF 1995;
8 REPEALING SECTION 7, CHAPTER 554, LAWS OF 1987, SECTIONS 2 AND
9 5, CHAPTER 155, LAWS OF 1989, AND SECTION 4, CHAPTER 498, LAWS
10 OF 1995; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."

11

12 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

13 **Section 1.** Section 5, Chapter 276, Laws of 1985, is amended to read:

14 "**Section 5. Effective date — termination.** [This act] is effective on passage
15 and approval and terminates July 1, 1987."

16 **Section 2.** Section 6, Chapter 509, Laws of 1995, is amended to read:

17 "**Section 6.** Section 5, Chapter 276, Laws of 1985, is amended to read:

18 "**Section 5. Effective date — termination.** [This act] is effective on passage
19 and approval and terminates July 1, 1987 ~~1989~~."

20 **NEW SECTION. Section 3. Repealer.** Section 7, Chapter 554, Laws of
21 1987, sections 2 and 5, Chapter 155, Laws of 1989, and section 4, Chapter 498,
22 Laws of 1995, are repealed.

23 **NEW SECTION. Section 4. Effective date.** [This act] is effective on
24 passage and approval.

25

-End-

56th Legislature

LC 0006.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3 BY REQUEST OF THE JUDICIAL UNIFICATION

4 AND FINANCE COMMISSION

5

6 A BILL FOR AN ACT ENTITLED: "AN ACT REQUIRING A PUBLIC HEARING
7 BEFORE THE LOCAL OPTION TAX ON LIGHT VEHICLES MAY BE
8 CHANGED; EXTENDING THE CURRENT DISPOSITION OF THE LOCAL
9 OPTION TAX REVENUE BETWEEN THE COUNTY AND CITIES WITHIN THE
10 COUNTY; AMENDING SECTION 61-3-537, MCA, SECTION 4, CHAPTER 749,
11 LAWS OF 1991, AND SECTION 1, CHAPTER 217, LAWS OF 1993; AND
12 PROVIDING AN IMMEDIATE EFFECTIVE DATE."

13

14 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

15

16 **Section 1.** Section 61-3-537, MCA, is amended to read:

17 **"61-3-537. (Temporary) Local option vehicle tax.** (1) A county may
18 impose a local vehicle tax on vehicles subject to a property tax under 61-3-504(2)
19 at a rate of up to 0.5% of the value determined under 61-3-503, in addition to
20 the tax imposed under 61-3-504(2).

21 (2) A local vehicle tax is payable at the same time and in the same manner
22 as the tax imposed under 61-3-504(2). The first priority of the local vehicle tax
23 is for district court funding, and the tax is distributed as follows:

24 (a) 50% to the county; and

25 (b) the remaining 50% to the county and the incorporated cities and towns
26 within the county, apportioned on the basis of population. The distribution to a
27 city or town is determined by multiplying the amount of money available by the
28 ratio of the population of the city or town to the total county population. The
29 distribution to the county is determined by multiplying the amount of money
30 available by the ratio of the population of unincorporated areas within the county

1 to the total county population.

2 (3) The governing body of a county may impose, revise, or revoke a local
3 vehicle tax ~~for a fiscal year~~ by adopting a resolution before July 1 ~~of the fiscal~~
4 ~~year~~, after conducting a public hearing on the proposed resolution. The
5 resolution may provide for the distribution of the local vehicle tax. (*Terminates*
6 *June 30, 1999 2005 — sec. 1, Ch. 271, L. 1993.*)

7 **61-3-537. (Effective July 1, 1999 2005)** Local option vehicle tax. (1) A
8 county may impose a local vehicle tax on vehicles subject to a property tax under
9 61-3-504(2) at a rate of up to 0.5% of the value determined under 61-3-503, in
10 addition to the tax imposed under 61-3-504(2).

11 (2) A local vehicle tax is payable at the same time and in the same manner
12 as the tax imposed under 61-3-504(2) and is distributed in the same manner,
13 based on the registration address of the owner of the motor vehicle.

14 (3) The governing body of a county may impose, revise, or revoke a local
15 vehicle tax ~~for a fiscal year~~ by adopting a resolution before July 1 ~~of the fiscal~~
16 ~~year~~, after conducting a public hearing on the proposed resolution."

17 **Section 2.** Section 4, Chapter 749, Laws of 1991, is amended to read:

18 "Section 4. Termination. [This act] terminates June 30, 1993 2005."

19 **Section 3.** Section 1, Chapter 217, Laws of 1993, is amended to read:

20 "Section 1. Section 4, Chapter 749, Laws of 1991, is amended to read:

21 "Section 4. Termination. [This act] terminates June 30, 1993 ~~1999~~ 2005."

22 **NEW SECTION.** Section 4. **Effective date.** [This act] is effective on
23 passage and approval.

24 -End-

LC 0007.01

18 -End-

107

LC 0008.01

2 INTRODUCED BY

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT APPROPRIATING MONEY TO THE
5 DEPARTMENT OF LIVESTOCK TO SATISFY A FINAL JUDGMENT IN CAUSE
6 NO. 79-14-GF, UNITED STATES DISTRICT COURT FOR THE DISTRICT OF
7 MONTANA, GREAT FALLS DIVISION, IF THE CASE IS UPHELD ON
8 APPEAL."

9

10 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

11 NEW SECTION. Section 1. Appropriation. There is appropriated from the
12 general fund to the department of livestock \$391,500 for full payment of all
13 obligations and judgments against the defendants in Cause No. 79-14-GF,
14 United States district court, district of Montana, Great Falls division, entitled M.
15 P. Doran, et al., Plaintiffs v. James W. Glosser, et al., Defendants. This
16 appropriation is effective only if the United States district court judgment filed
17 and entered on March 23, 1982, is expressly upheld and made final following
18 appeal to the United States court of appeals, ninth circuit. Any unexpended
19 portion of this appropriation reverts to the general fund.

20

-End-

APPENDIX G
SAMPLE — BOND VALIDATING ACT

109

56th Legislature

LC 0009.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT VALIDATING BONDS AND OTHER
5 INSTRUMENTS OR OBLIGATIONS ISSUED BY PUBLIC BODIES OF THIS
6 STATE PRIOR TO THE EFFECTIVE DATE OF THIS ACT AND RATIFYING
7 ALL RELATED ACTIONS TAKEN BY THOSE PUBLIC BODIES."

8

9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

10 NEW SECTION. **Section 1. Short title.** [Sections 1 through 3] may be cited
11 as the "Bond Validating Act".

12 NEW SECTION. **Section 2. Definitions.** As used in [sections 1 through 3],
13 the following definitions apply:

14 (1) "Bonds" includes all instruments of indebtedness, the borrowing of
15 money, or a charge or encumbrance on specific revenue or property of a public
16 body.

17 (2) "Public body" means any political subdivision of the state and includes
18 but is not limited to a county, city, town, or school district.

19 NEW SECTION. **Section 3. Validation.** All bonds issued by a public body
20 of this state and related proceedings, regardless of any defects in those
21 proceedings, are validated. Bonds of a public body issued under the authority
22 of proceedings taken prior to October 1, 1999, are valid whether issued before
23 or after that date.

24 NEW SECTION. **Section 4. Saving clause.** [This act] does not apply to any
25 action instituted before October 1, 1999, in which the validity of certain
26 proceedings or bonds is at issue.

27

-End-

APPENDIX H
SAMPLE — REFERENDUM FOR
CONSTITUTIONAL AMENDMENT

111

56th Legislature

LC 0010.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT SUBMITTING TO THE QUALIFIED
5 ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE V, SECTION 6,
6 OF THE MONTANA CONSTITUTION TO PROVIDE THAT THE
7 LEGISLATURE SHALL MEET-IN ANNUAL SESSIONS."+
8

8

9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

10 **Section 1.** Article V, section 6, of The Constitution of the State of Montana
11 is amended to read:

12 **"Section 6. Sessions.** The legislature shall ~~meet each odd-numbered year~~
13 ~~in regular session of not more than 90 legislative days be a continuous body for~~
14 ~~2-year periods beginning when newly elected members take office. Any~~
15 ~~business, bill, or resolution pending at adjournment of a session shall carry over~~
16 ~~with the same status to any other session of the legislature during the biennium.~~
17 ~~The legislature shall meet at least once a year in regular session of not more~~
18 ~~than 60 legislative days.~~ Any legislature may increase the limit on the length of
19 any subsequent session. The legislature may be convened in special sessions
20 by the governor or at the written request of a majority of the members."

21 **NEW SECTION. Section 2. Submission to electorate.** This amendment
22 shall be submitted to the qualified electors of Montana at the general election to
23 be held in November 2000 by printing on the ballot the full title of this act* and
24 the following:

25 [] FOR annual sessions.+

26 [] AGAINST annual sessions.+

27 -End-

+Note: The title is limited to 100 words, and the FOR and AGAINST
statements are limited to 25 words each.

APPENDIX H
SAMPLE — REFERENDUM FOR
CONSTITUTIONAL AMENDMENT

*Note: The guidelines pertaining to brackets (see sections 3-2 and 4-12) do not apply to noncodified sections of ballot issues.

APPENDIX H
SAMPLE — REFERENDUM FOR
CONSTITUTIONAL AMENDMENT

113

56th Legislature

LC 0011.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT SUBMITTING TO THE QUALIFIED
5 ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE II, SECTION 18,
6 OF THE MONTANA CONSTITUTION TO PROVIDE THAT THE
7 LEGISLATURE MAY DETERMINE WHEN THE STATE OR ITS
8 SUBDIVISIONS MAY NOT BE SUED; AND PROVIDING A DELAYED
9 EFFECTIVE DATE."+

10

11 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

12 **Section 1.** Article II, section 18, of The Constitution of the State of Montana
13 is amended to read:

14 **"Section 18. State subject to suit.** The state, counties, cities, towns, and
15 all other local governmental entities shall have no immunity from suit for injury
16 to a person or property except as may be specifically provided by law by a
17 two-thirds vote of each house of the legislature. ~~This provision shall apply only~~
18 ~~to causes of action arising after July 1, 1973."~~

19 NEW SECTION. **Section 2. Effective date.** If approved by the electorate,
20 this amendment is effective September 1, 2001.

21 NEW SECTION. **Section 3. Submission to electorate.** This amendment
22 shall be submitted to the qualified electors of Montana at the general election
23 to be held in November 2000 by printing on the ballot the full title of this act* and
24 the following:

25 [] FOR allowing the legislature to determine sovereign immunity.+

26 [] AGAINST allowing the legislature to determine sovereign immunity (i.e.,
27 for continuing to prohibit sovereign immunity).+

28

-End-

APPENDIX H
SAMPLE — REFERENDUM FOR
CONSTITUTIONAL AMENDMENT

+Note: The title is limited to 100 words, and the FOR and AGAINST statements are limited to 25 words each.

*Note: The guidelines pertaining to brackets (see sections 3-2 and 4-12) do not apply to noncodified sections of ballot issues.

APPENDIX H
SAMPLE — REFERENDUM FOR
CONSTITUTIONAL AMENDMENT

115

56th Legislature

LC 0012.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT SUBMITTING TO THE QUALIFIED
5 ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE VIII OF THE
6 MONTANA CONSTITUTION TO REPEAL SECTIONS 3 AND 4, WHICH
7 PROVIDE FOR STATEWIDE PROPERTY TAX APPRAISAL, ASSESSMENT,
8 AND EQUALIZATION; REPLACING THOSE PROVISIONS WITH A
9 PROHIBITION AGAINST STATE-IMPOSED TAXES ON REAL OR
10 PERSONAL PROPERTY; ALLOWING A LOCAL GOVERNMENT OPTION TO
11 TAX REAL AND PERSONAL PROPERTY; AND REQUIRING THE STATE TO
12 IMPOSE A GENERAL SALES TAX OF UP TO 4 PERCENT TO RECOVER
13 REVENUE LOSSES FROM THE PROHIBITION AGAINST STATE-IMPOSED
14 PROPERTY TAXES."+

15

16 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

17 NEW SECTION. **Section 1. Repealer.** Article VIII, sections 3 and 4, of The
18 Constitution of the State of Montana are repealed.

19 **Section 2.** Article VIII of The Constitution of the State of Montana is amended
20 by adding a new section 15 that reads:

21 **Section 15.** State prohibited from levying property tax — local option. The
22 legislature is prohibited from imposing a tax on the value of real or personal
23 property. A local government unit may, at its option, impose a tax on real and
24 personal property to defray the expenses of the local government unit.

25 **Section 3.** Article VIII of The Constitution of the State of Montana is amended
26 by adding a new section 16 that reads:

27 **Section 16.** Sales tax. The state shall levy a general sales tax of up to 4%
28 to recover revenue losses because of the provisions of section 15.

29 NEW SECTION. **Section 4. Submission to electorate.** The amendment
30 set forth in sections 1 through 3 shall be submitted to the qualified electors of

3 [] FOR prohibiting state-imposed property taxes, allowing local govern-
4 ments to impose property taxes, and requiring a state sales tax to re-
5 cover revenue losses.+

6 [] AGAINST prohibiting state-imposed property taxes, allowing local gov-
7 ernments to impose property taxes, and requiring a state sales tax to
8 recover revenue losses.+

+Note: The title is limited to 100 words, and the FOR and AGAINST statements are limited to 25 words each.

*Note: The guidelines pertaining to brackets (see sections 3-2 and 4-12) do not apply to noncodified sections of ballot issues.

APPENDIX I
SAMPLE — REFERENDUM FOR
STATUTORY AMENDMENT

117

56th Legislature

LC 0013.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3 A BILL FOR AN ACT ENTITLED: "AN ACT RAISING THE LEGAL DRINKING
4 AGE TO 21; PROVIDING THAT THE PROPOSED ACT BE SUBMITTED TO
5 THE QUALIFIED ELECTORS OF MONTANA; AMENDING SECTION
6 16-3-301, MCA; AND PROVIDING AN EFFECTIVE DATE."+

7
8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

9 **Section 1.** Section 16-3-301, MCA, is amended to read:

10 **"16-3-301. Unlawful purchases, sales, or deliveries.** (1) It is unlawful for
11 a licensed retailer to purchase or acquire beer from anyone except a brewer or
12 wholesaler licensed under the provisions of this code.

13 (2) It is unlawful for a licensee, an employee of the licensee, or any other
14 person to sell, deliver, or give away or cause or permit to be sold, delivered, or
15 given away any alcoholic beverage to:

16 (a) a person under the age of ~~49~~ 21 years;

17 (b) an intoxicated person or any person actually, apparently, or obviously
18 intoxicated.

19 (3) A minor or other person who knowingly misrepresents qualifications for
20 the purpose of obtaining an alcoholic beverage from a licensee is equally guilty
21 with the licensee and, upon conviction, is subject to the penalty provided in
22 45-5-624. However, this code may not be construed as authorizing or permitting
23 the sale of an alcoholic beverage to any person in violation of any federal law.

24 (4) A licensee shall display in a prominent place in the premises a placard
25 as issued by the department stating fully the consequences for violations of the
26 provisions of this code by persons under the age of ~~49~~ 21 years."

27 **NEW SECTION. Section 2. Effective date.** If approved by the electorate,
28 this act* is effective January 1, 2001.

29 **NEW SECTION. Section 3. Submission to electorate.** The question of
30 whether section 1 of this act* will become effective shall be submitted to the

APPENDIX I

SAMPLE — REFERENDUM FOR STATUTORY AMENDMENT

1 qualified electors of Montana at the general election to be held in November
2 2000 by printing on the ballot the full title of this act* and the following:

3 ☐ FOR raising the legal drinking age to 21.+

4 [] AGAINST raising the legal drinking age to 21.+

5 -End-

+Note: The title is limited to 100 words, and the FOR and AGAINST statements are limited to 25 words each.

*Note: The guidelines pertaining to brackets (see sections 3-2 and 4-12) do not apply to noncodified sections of ballot issues.

LC 0014.01

2 INTRODUCED BY _____

4

8

10 **Section 1.** Section 7 of Montana Initiative Measure No. 97 is amended to
11 read:

20 (2) Members of the board shall hold office for terms of 3 years each.

21 (3) Each member of the board shall hold office for ~~his~~ the term and until ~~his~~
22 a successor is appointed by the governor.”

23 NEW SECTION. Section 2. Effective date. [This act] is effective on
24 passage and approval.

25

-End-

APPENDIX K
SAMPLE — BILL GENERALLY DIRECTING
AMENDMENT TO ADMINISTRATIVE RULE

121

56th Legislature

LC 0015.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT DIRECTING AN AMENDMENT TO
5 ARM 4.6.607 TO PERMIT A HUSBAND AND WIFE FILING SEPARATE
6 INCOME TAX RETURNS TO DIVIDE THE INCOME FROM A JOINT VENTURE
7 OR PARTNERSHIP ACTIVELY MANAGED BY BOTH; AND PROVIDING AN
8 IMMEDIATE EFFECTIVE DATE AND A RETROACTIVE APPLICABILITY
9 DATE."

10

11 WHEREAS, income tax regulations promulgated by the Department of
12 Revenue now provide that net income from a business operated jointly by a
13 husband and wife, such as a farm or ranch, is the income of only one spouse
14 unless the spouses file as a partnership on their federal income tax return; and

15 WHEREAS, ARM 4.6.607 is arbitrary in that it obliges married taxpayers to
16 forego either the federal tax advantages of joint filing or the state tax advantages
17 of separate filing; and

18 WHEREAS, ARM 4.6.607 is against public policy in that it fails to recognize
19 the equal contributions of both spouses to the management of many farms,
20 ranches, small businesses, and firms.

21

22 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

23 NEW SECTION. **Section 1. Department to amend rule.** The department
24 of revenue shall amend ARM 4.6.607 to delete the requirement that spouses
25 dividing income from a joint venture must organize a bona fide partnership and
26 file federal income tax returns as such and to provide that spouses may allocate
27 the income from a jointly managed business according to their respective
28 contributions of time, labor, and capital to the business. The amendment must
29 be made to apply to tax years beginning after December 31, 1998.

30 NEW SECTION. **Section 2. Effective date.** [This act] is effective on

APPENDIX K
SAMPLE — BILL GENERALLY DIRECTING
AMENDMENT TO ADMINISTRATIVE RULE

1 passage and approval.

2 NEW SECTION. **Section 3. Retroactive applicability.** [This act] applies
3 retroactively, within the meaning of 1-2-109, to tax years beginning after
4 December 31, 1998.

5 -End-

APPENDIX K 123
SAMPLE — BILL DIRECTING SPECIFIC AMENDMENT OF
ADMINISTRATIVE RULE & REPEALING ADMINISTRATIVE RULE

56th Legislature

LC 0016.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3
4 A BILL FOR AN ACT ENTITLED: "AN ACT RELATING TO THE TAX CREDIT
5 FOR NEW OR EXPANDING MANUFACTURERS; DIRECTING THE
6 AMENDMENT OF ARM 42.23.511; REPEALING ARM 42.23.517; AND
7 PROVIDING AN IMMEDIATE EFFECTIVE DATE AND AN APPLICABILITY
8 DATE."

9
10 WHEREAS, the law allows a tax credit for new or expanding corporations;
11 and

12 WHEREAS, the Legislature, in passing that law, intended to limit the law to
13 manufacturers only and to give a tax credit to any form of manufacturing
14 business, such as a sole proprietorship or partnership, and not just to
15 corporations.

16
17 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

18 **Section 1.** The Department of Revenue shall amend ARM 42.23.511 to
19 read:

20 "42.23.511 CREDIT FOR NEW OR EXPANDING CORPORATIONS
21 MANUFACTURERS (1) Sections 15-31-124 through 15-31-127, MCA, as
22 amended, allow a tax credit equal to 1% of wages paid by a new or expanding
23 corporation manufacturer. Any corporation manufacturer seeking credit under
24 15-31-124 through 15-31-127, MCA, shall conclusively demonstrate its eligibility
25 to the department. The department's decision shall be final.

26 (2) Each corporation manufacturer seeking a credit under 15-31-124 through
27 15-31-127, MCA, shall show:

28 (a) that it is a corporation preregistered pursuant to Title 35, chapter 1, MCA,
29 as amended the manufacturer is preregistered as a valid existing business under
30 the laws of this state;

SAMPLE — BILL DIRECTING SPECIFIC AMENDMENT OF
ADMINISTRATIVE RULE & REPEALING ADMINISTRATIVE RULE

1 (b) that it was registered for the first time during the tax year for which the
2 first credit is claimed or that the industry meets the definition of expanding per
3 15-31-124, MCA, as amended; and

4 (c) that ~~the corporation is engaged in manufacturing~~ the applicant is a
5 manufacturer as that term is defined in 15-31-124, MCA; and

6 ~~(d) that the product manufactured is one, which prior to its production by the~~
7 ~~corporation, was not then currently produced in this state."~~

8 NEW SECTION. Section 2. Repealer. ARM 42.23.517 is repealed.

9 NEW SECTION. Section 3. Effective date — applicability. [This act] is
10 effective on passage and approval and applies to tax years beginning after
11 December 31, 1999.

12 -End-

125

LC 0017.01

22 -End-

APPENDIX L
SAMPLE — JOINT RESOLUTION REQUESTING
AMENDMENT OF ADMINISTRATIVE RULE

127

56th Legislature

LC 0018.01

1 _____ JOINT RESOLUTION NO. _____

2 INTRODUCED BY _____

3

4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA REQUESTING AN
6 AMENDMENT TO ARM 4.6.607 TO PERMIT A HUSBAND AND WIFE FILING
7 SEPARATE INCOME TAX RETURNS TO DIVIDE THE INCOME FROM A
8 JOINT VENTURE OR PARTNERSHIP ACTIVELY MANAGED BY BOTH.

9

10 WHEREAS, income tax regulations promulgated by the Department of
11 Revenue now provide that net income from a business operated jointly by a
12 husband and wife, such as a farm or ranch, is the income of only one spouse
13 unless the spouses file as a partnership on their federal income tax return; and

14 WHEREAS, ARM 4.6.607 is arbitrary in that it obliges married taxpayers to
15 forego either the federal tax advantages of joint filing or the state tax advantages
16 of separate filing; and

17 WHEREAS, ARM 4.6.607 is against public policy in that it fails to recognize
18 the equal contributions of both spouses to the management of many farms,
19 ranches, small businesses, and firms.

20

21 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
22 OF REPRESENTATIVES OF THE STATE OF MONTANA:

23 That the Department of Revenue be strongly urged to proceed within 30 days
24 to amend ARM 4.6.607 to delete the requirement that spouses dividing income
25 from a joint venture must organize a bona fide partnership and file federal income
26 tax returns as such and to provide that spouses may allocate the income from
27 a jointly managed business according to their respective contributions of time,
28 labor, and capital to the business.

29

-End-

APPENDIX M
SAMPLE — SIMPLE RESOLUTION

129

56th Legislature

LC 0019.01

1 HOUSE RESOLUTION NO. _____

2 INTRODUCED BY _____

3

4 A RESOLUTION OF THE HOUSE OF REPRESENTATIVES OF THE STATE
5 OF MONTANA THAT WHENEVER PRACTICABLE, ITS MEMBERS SHALL
6 SALVAGE USED PAPER FOR RECYCLING.

7

8 WHEREAS, the Legislature and offices of state government use large
9 amounts of paper each year; and

10 WHEREAS, this Legislature, this state, and this nation are concerned about
11 the shortage of paper; and

12 WHEREAS, the efficient use of forest products is of great concern to all of
13 our citizens; and

14 WHEREAS, this House of Representatives desires to make a concerted effort
15 toward a continual program of salvaging paper products for reuse; and

16 WHEREAS, a new industry in the State of Montana has indicated its
17 willingness to cooperate with an immediate program of recycling.

18

19 NOW, THEREFORE, BE IT RESOLVED BY THE HOUSE OF
20 REPRESENTATIVES OF THE STATE OF MONTANA:

21 That the members of this House of Representatives immediately institute a
22 used-paper recycling program by depositing used paper in the proper
23 receptacles.

24 BE IT FURTHER RESOLVED, that the Chief Clerk of the House contact the
25 proper authorities and make all arrangements necessary to carry out this
26 program.

27

-End-

APPENDIX N
SAMPLE — JOINT RESOLUTION

131

56th Legislature

LC 0020.01

1 _____ JOINT RESOLUTION NO. _____

2 INTRODUCED BY _____

3

4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA URGING MOTORISTS
6 TO DRIVE WITH THEIR HEADLIGHTS ON DURING THE DAYTIME.

7

8 WHEREAS, hundreds of Montanans lose their lives in traffic accidents each
9 year; and

10 WHEREAS, one out of every five traffic accidents on the open highways is
11 the result of a head-on collision; and

12 WHEREAS, etc.

13

14 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
15 OF REPRESENTATIVES OF THE STATE OF MONTANA:

16 That members of the motoring public of Montana be encouraged to drive with
17 their headlights on low beam in the daytime to deter head-on collisions on the
18 open highways.

19 BE IT FURTHER RESOLVED, that the Secretary of State send copies of this
20 resolution to the Montana Congressional Delegation and to the publisher of each
21 newspaper in the state.

22 BE IT FURTHER RESOLVED, that this resolution, etc.

23

-End-

APPENDIX N
SAMPLE — JOINT RESOLUTION
(using outline form)

133

56th Legislature

LC 0021.01

1 _____ JOINT RESOLUTION NO. _____

2 INTRODUCED BY _____

3

4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA URGING MOTORISTS
6 TO DRIVE WITH THEIR HEADLIGHTS ON DURING THE DAYTIME.

7

8 WHEREAS, hundreds of Montanans lose their lives in traffic accidents each
9 year; and

10 WHEREAS, one out of every five traffic accidents on the open highways is
11 the result of a head-on collision; and

12 WHEREAS, etc.

13

14 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
15 OF REPRESENTATIVES OF THE STATE OF MONTANA:

16 (1) That members of the motoring public of Montana be encouraged to drive
17 with their headlights on low beam in the daytime to deter head-on collisions on
18 the open highways.

19 (2) That copies of this resolution be sent by the Secretary of State to the
20 Montana Congressional Delegation and to the publisher of each newspaper in
21 the state.

22 (3) That this resolution, etc.

23

-End-

APPENDIX N
SAMPLE — JOINT RESOLUTION REQUESTING
INTERIM STUDY

135

56th Legislature

LC 0022.01

1 _____ JOINT RESOLUTION NO. _____

2 INTRODUCED BY _____

3

4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA REQUESTING THE
6 LEGISLATIVE COUNCIL TO APPOINT AN INTERIM COMMITTEE TO STUDY
7 THE EFFECTS OF AND POSSIBLE REMEDIES TO TELEMARKETING
8 FRAUD; AND REQUIRING A REPORT OF THE FINDINGS OF THE STUDY
9 TO THE 57TH LEGISLATURE.

10

11 WHEREAS, telemarketing fraud is an increasing problem in the state and
12 throughout the country, with serious financial consequences for Montana
13 citizens; and

14 WHEREAS, the perpetrators of telemarketing fraud prey on senior citizens
15 as well as others, using sophisticated methods of deception; and

16 WHEREAS, other states have enacted laws designed to deter and prosecute
17 abuses by telemarketing firms and have met with mixed success; and

18 WHEREAS, federal laws and regulations aimed at protecting consumers
19 from telemarketing fraud may be inadequate to the task of preventing and
20 punishing this type of crime; and

21 WHEREAS, members of the Montana Legislature have introduced bills in this
22 and previous sessions to counter telemarketing fraud, but none have been
23 passed into law.

24

25 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
26 OF REPRESENTATIVES OF THE STATE OF MONTANA:

27 That the Legislative Council be requested to designate an appropriate interim
28 committee to:

29 (1) identify the types, frequency, and consequences of telemarketing fraud
30 that are occurring in Montana;

5 (3) examine and evaluate the methods adopted in other states to curb and
6 punish telemarketing fraud;

9 (5) explore practical methods of deterring and prosecuting telemarketing
10 fraud; and

13 BE IT FURTHER RESOLVED, that the interim committee seek and welcome
14 information and other constructive input from the Department of Commerce, the
15 Department of Justice, the Public Service Commission, telecommunications
16 companies, senior citizens' groups, federal agencies, and other interested
17 persons in the process of evaluation and before reaching conclusions and
18 making recommendations for future legislative action.

21 -End-

56th Legislature

1 _____ JOINT RESOLUTION NO. _____

3
4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA AMENDING JOINT
6 RULE 40-70 OF THE LEGISLATURE TO PROVIDE THAT A BILL
7 EARMARKING FUNDING MAY NOT BE CONSIDERED UNLESS THE FUNDS
8 ARE USED FOR THOSE FROM WHOM THEY ARE DERIVED OR UNLESS
9 THE CONSTITUTION PROVIDES FOR THE EARMARKING; AND
10 PROVIDING AN IMMEDIATE EFFECTIVE DATE.

14 (1) That Joint Rule 40-70 be amended to read:

20 (2) Failure to override a veto does not constitute final rejection.

27 (2) That this resolution be effective on passage.

56th Legislature

LC 0024.01

1 _____ BILL NO. _____

2 INTRODUCED BY _____

3

4 A BILL FOR AN ACT ENTITLED: "AN ACT REGULATING SALES OF NEW
5 DRUGS; AND AMENDING SECTION 50-31-111, MCA."

6

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

8

(Refer to Introduced Bill)

9

Strike everything after the enacting clause and insert:

10 NEW SECTION. **Section 1. Sale or donation of new drug unlawful —**
11 **exceptions.** Except as provided in [section 2], a person may not sell, offer for
12 sale, hold for sale, or give away a new drug unless:

13 (1) a federal application has been approved;

14 (2) the drug is not subject to federal law; or

15 (3) an application has been filed with the department containing:

16 (a) a summary of the conclusions drawn from investigation of the drug;

17 (b) a list of the substances of which the drug is composed; and

18 (c) a sample of the label proposed as identification for the drug, which may
19 not:

20 (i) be false or misleading; or

21 (ii) contain a name used by a registered drug unless:

22 (A) permission has been granted and a license has been obtained; or

23 (B) the name is for temporary use.

24 NEW SECTION. **Section 2. Nonapplication.** [Section 1] does not apply to
25 any drug subject to 50-31-102 if the drug:

26 (1) is commercially sold in the United States; and

27 (2) has been tested by the department.

28 **Section 3.** Section 50-31-111, MCA, is amended to read:

29 **"50-31-111. When labeling requirement complied with.** (1) A
30 requirement made by or under authority of this chapter that a word, statement,

APPENDIX O
SAMPLE — SUBSTITUTE BILL

1 or other information ~~shall~~ must appear on the label is not complied with unless
2 the word, statement, or other information also appears on the outside container
3 or wrapper, if ~~any~~ there ~~be~~ is one, of the retail package of the article or is easily
4 legible through the outside container or wrapper.

5 (2) A new drug must meet the labeling requirements provided for in [section
6 11."

7 NEW SECTION. Section 4. Codification instruction. [Sections 1 and 2]
8 are intended to be codified as an integral part of Title 50, chapter 31, and the
9 provisions of Title 50, chapter 31, apply to [sections 1 and 2].

10 -End-

APPENDIX P
SAMPLE BILL FORM — COMPLETE

141

56th Legislature

LC 0025.01

BILL IDENTIFICATION
(Designation
& No.)

1 _____ BILL NO. _____

(Sponsor)

2 INTRODUCED BY _____

(State agency or
committee
requestor, if any)

3 BY REQUEST OF _____

4

TITLE

5 A BILL FOR AN ACT ENTITLED: "AN ACT CREATING A
6 SAMPLE BILL FOR THE BILL DRAFTING MANUAL;
7 PROVIDING AN APPROPRIATION; SUPERSEDING THE
8 UNFUNDED MANDATE LAWS; AMENDING SECTIONS
9 2-17-301 AND 17-7-502, MCA, SECTION 4, CHAPTER 479,
10 LAWS OF 1991, AND SECTION 1, CHAPTER 217, LAWS OF
11 1993; REPEALING SECTIONS 27-18-101, 27-18-102,
12 27-18-103, 27-18-104, 27-18-105, 45-5-102, AND 45-5-601,
13 MCA, AND SECTION 6, CHAPTER 20, SPECIAL LAWS OF
14 NOVEMBER 1993; AND PROVIDING AN EFFECTIVE DATE,
15 A RETROACTIVE APPLICABILITY DATE, AND A
16 TERMINATION DATE."

17

PREAMBLE
(Optional)

18 WHEREAS, pursuant to the authority provided in section
19 5-11-112, MCA, the State of Montana has delegated the Bill
20 Drafting Manual Committee to provide a sample bill form to aid
21 in drafting bills to be considered by the Legislature; and

22 WHEREAS, the Committee has drafted a composite bill
23 containing unrelated sections and uncharacteristically
24 inaccurate internal references in order to provide examples of
25 various bill parts and to demonstrate the format used in drafting,
26 amending, or repealing statutes and session law.

27

ENACTING
CLAUSE
(Mandatory)

28 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF
29 MONTANA:

30

APPENDIX P

SAMPLE BILL FORM — COMPLETE

BODY
(Short title)

1 NEW SECTION. **Section 1. Short title.** [Sections 1
2 through 4 and 6 through 8] may be cited as the "Bill Sample
3 Act".

(Purpose)

4 NEW SECTION. **Section 2. Purpose.** The purpose of
5 [sections 1 through 4 and 6 through 8] is to create a bill, the
6 structure of which may be used by drafters as an example of
7 correct style and form.

(Definitions)

8 NEW SECTION. **Section 3. Definitions.** As used in
9 [sections 1 through 4 and 6 through 8], the following definitions
10 apply:

11 (1) "Code" means the Montana Code Annotated.

12 (2) "Department" means the department of public health
13 and human services as provided for in 2-15-2201.

14 (3) "Legislative services division" has the meaning provided
15 in 5-11-111.

16 (4) "Montana constitution" or "constitution" means The
17 Constitution of the State of Montana.

18 (5) "Recodify" means to compile, arrange, rearrange, and
19 prepare the code for publication.

(Basic provisions)

20 NEW SECTION. **Section 4. Department head.** Each
21 department head shall supervise the functions vested in the
22 department.

(Amendatory
material)

23 **Section 5.** Section 2-17-301, MCA, is amended to read:
24 **"2-17-301. Supervision of mailing facilities.** The
25 ~~controller~~ department shall maintain and supervise the central
26 mailing facilities."

(New material)

27 NEW SECTION. **Section 6. Code commissioner.** There
28 is within the legal services office of the legislative services
29 division a code commissioner.

30 NEW SECTION. **Section 7. Sale or donation of new**

1 drug unlawful — exceptions — rulemaking authority. A
2 person may not sell, offer for sale, hold for sale, or give away
3 a new drug unless:

(Outline form)

- 4 (1) a federal application has been approved;
5 (2) the drug is not subject to federal law; or
6 (3) an application has been filed with the department
7 containing:
8 (a) a summary of the conclusions drawn from investigation
9 of the drug;
10 (b) a list of the substances of which the drug is composed;
11 and
12 (c) a sample of the label proposed as identification for the
13 drug, which may not:
14 (i) be false or misleading; or
15 (ii) contain a name used by a registered drug unless:
16 (A) permission has been granted and a license has been
17 obtained; or
18 (B) the name is for temporary use.
19 (4) The department shall make rules regarding the
20 dispensation of new drugs.

(Penalty)

21 **NEW SECTION. Section 8. Penalty.** A person convicted
22 of violating 45-2-102 shall be fined an amount not more than
23 \$500 or be imprisoned in the county jail for a term not to exceed
24 6 months, or both.

(Amend
session law)

25 **Section 9.** Section 4, Chapter 749, Laws of 1991, is
26 amended to read:

27 **"Section 4. Termination.** [This act] terminates June 30,
28 1993 2005."

29 **Section 10.** Section 1, Chapter 217, Laws of 1993, is
30 amended to read:

APPENDIX P
SAMPLE BILL FORM — COMPLETE

1 **"Section 1.** Section 4, Chapter 749, Laws of 1991, is
2 amended to read:

3 **"Section 4. Termination.** [This act] terminates June 30,
4 ~~1993 1999 2005.~~"

(Repealer)

5 NEW SECTION. **Section 11. Repealer.** Sections
6 27-18-101, 27-18-102, 27-18-103, 27-18-104, 27-18-105,
7 45-5-102, and 45-5-601, MCA, and section 6, Chapter 20,
8 Special Laws of November 1993, are repealed.

(Transfer of
funds)

9 NEW SECTION. **Section 12. Transfer of funds.** The
10 department of fish, wildlife, and parks is authorized to transfer
11 money appropriated in [sections 1 through 4] among fund
12 types.

13 NEW SECTION. **Section 13. Transfer of funds.** Any
14 general fund reversions for fiscal year 1999 in excess of
15 \$15.9 million and any general fund reversions for fiscal year
16 2000 in excess of \$6 million must be transferred to the
17 long-range program account to be used to fund capital
18 projects.

(Appropriation)

19 NEW SECTION. **Section 14. Appropriation.** There is
20 appropriated \$2 million from the general fund to the
21 department of revenue for each of the fiscal years 2000 and
22 2001.

(Unfunded
mandate)

23 NEW SECTION. **Section 15. Unfunded mandate law**
24 **superseded.** The provisions of [this act] expressly
25 supersede and modify the requirements of 1-2-112 through
26 1-2-116.

(Notification)

27 NEW SECTION. **Section 16. Notification to tribal**
28 **governments.** The secretary of state shall send a copy of
29 [this act] to each tribal government located on the seven
30 Montana reservations and to the Little Shell band of

1 Chippewa. *[Use for issues not related to land, such as changes*
2 *to state services or programs or membership on a board or*
3 *commission.]*

4 **NEW SECTION. Section 17. Notification to tribal**
5 **governments.** The secretary of state shall send a copy of [this
6 act] to each tribal government located on the seven Montana
7 reservations. *[Use for specific land-related issues, such as*
8 *hunting, fishing, mining, water, etc., or for issues that may relate*
9 *to or affect the land of tribes, such as taxes.]*

(Name change)

10 **NEW SECTION. Section 18. Name change — directions**
11 **to code commissioner.** Wherever a reference to the “fish and
12 game commission”, meaning the commission established in
13 2-15-3402, appears in the Montana Code Annotated or in
14 legislation enacted by the 1999 legislature, the code
15 commissioner is directed to change it to an appropriate reference
16 to the “fish, wildlife, and parks commission”.

(Codification
instruction)

17 **NEW SECTION. Section 19. Codification instructions.**
18 (1) [Sections 1 through 3 and 6 through 8] are intended to be
19 codified as an integral part of Title 2, chapter 6, part 7, and the
20 provisions of Title 2, chapter 6, part 7, apply to [sections 1 through
21 3 and 6 through 8].

22 (2) [Section 4] is intended to be codified as an integral part of
23 Title 2, chapter 5, and the provisions of Title 2, chapter 5, apply
24 to [section 4].

25 (3) Title 5, chapter 23, parts 8 and 9, are intended to be
26 renumbered and codified as an integral part of Title 2, chapter 7.

(Coordination
instruction)

27 **NEW SECTION. Section 20. Coordination instruction.** If
28 ____ Bill No. ____ [LC 1249] is passed and approved and if it
29 includes a section that amends 56-4-401, then [section 5 of this
30 act], amending 2-17-301, is void.

APPENDIX P
SAMPLE BILL FORM — COMPLETE1 NEW SECTION. Section 21. Coordination

2 **instruction.** (1) If [section 1] of Senate Bill No. 31 is not
3 passed and approved, then the bracketed language in that
4 part of [section 1 of this act] that amends 46-18-201(10), in
5 both versions, is void and the phrase "recommended by the
6 department of corrections and included in the sentence" must
7 be reinserted.

8 (2) If [section 1] of Senate Bill No. 31 is passed and
9 approved, then:

10 (a) the words "medically safe" are inserted after
11 "sentenced to undergo" in each place in which that phrase
12 appears in subsections (1) through (3) of [section 1] of Senate
13 Bill No. 31;

14 (b) the words "or other medically safe drug treatment that
15 reduces sexual fantasies, sex drive, or both" are inserted
16 after the word "equivalent" in each place in which "equivalent"
17 appears in subsections (1) and (2) of [section 1] of Senate
18 Bill No. 31; and

19 (c) the words "or other medically safe drug treatment that
20 reduces sexual fantasies, sex drive, or both," are inserted
21 after the word "equivalent" in subsection (3) of [section 1] of
22 Senate Bill No. 31.

23 NEW SECTION. Section 22. Coordination

24 **instruction.** (1) If Senate Bill No. 7 and [this act] are both
25 passed and approved, then Senate Bill No. 7 is void.

26 (2) If Senate Bill No. 377 and [this act] are both passed
27 and approved, then [sections 1 through 4 of this act] are void.
28 If Senate Bill No. 377 fails, then [this act] is void.

29 (3) If House Bill No. 284, House Bill No. 546, and [this act]
30 are all passed and approved, then [section 1] of House Bill

1 No. 284 is amended to read:

2 **"NEW SECTION. Section 1. Environmental rehabilitation**
3 **and prevention account.** (1) There is an environmental
4 rehabilitation and prevention account in the state special revenue
5 fund provided for in 17-2-102.

6 (2) There must be deposited in the account unclaimed or
7 excess reclamation bond money received, pursuant to 82-4-141,
8 and interest earned on the account.

9 (3) Money in the account is available to the department of
10 environmental quality by appropriation and must be used to pay
11 for reclamation of unclaimed mine lands for which the department
12 may not require reclamation by a legally responsible party.

13 (4) Whenever money deposited in the account during a fiscal
14 year exceeds ~~\$250,000~~ \$100,000, the amount deposited in the
15 account during the fiscal year in excess of ~~\$250,000~~ \$100,000
16 must, at the end of the fiscal year, be transferred to the general
17 fund."

(Saving clause) 18 **NEW SECTION. Section 23. Saving clause.** [This act]
19 does not affect rights and duties that matured, penalties that were
20 incurred, or proceedings that were begun before [the effective
21 date of this act].

(Severability clause) 22 **NEW SECTION. Section 24. Severability.** If a part of [this
23 act] is invalid, all valid parts that are severable from the invalid
24 part remain in effect. If a part of [this act] is invalid in one or more
25 of its applications, the part remains in effect in all valid
26 applications that are severable from the invalid applications.

OR
(Nonseverability clause) 27 **NEW SECTION. Section 25. Nonseverability.** It is the
28 intent of the legislature that each part of [this act] is essentially
29 dependent upon every other part, and if one part is held
30 unconstitutional or invalid, all other parts are invalid.

APPENDIX P
SAMPLE BILL FORM — COMPLETE(Contingent
voidness)

1 NEW SECTION. **Section 26. Contingent voidness.** In
2 order to maintain a balanced budget, because [this act]
3 reduces revenue, it may not be transmitted to the governor
4 unless a corresponding identified reduction in spending is
5 contained in House Bill No. 2. If a corresponding identified
6 reduction in spending is not contained in House Bill No. 2, then
7 [this act] is void.

(Extraordinary
vote)

8 NEW SECTION. **Section 27. Three-fourths vote**
9 **required.** Because [section 2] appropriates money from the
10 coal severance tax trust fund, Article IX, section 5, of the
11 Montana constitution requires a vote of three-fourths of the
12 members of each house of the legislature for passage.

13 NEW SECTION. **Section 28. Two-thirds vote required.**
14 Because [section 2] limits governmental liability, Article II,
15 section 18, of the Montana constitution requires a vote of
16 two-thirds of the members of each house of the legislature for
17 passage.

18 NEW SECTION. **Section 29. Two-thirds vote required.**
19 Because [section 1] authorizes the creation of state debt,
20 Article VIII, section 8, of the Montana constitution requires a
21 vote of two-thirds of the members of each house of the
22 legislature for passage.

(Effective date)

23 NEW SECTION. **Section 30. Effective dates.** (1) Except
24 as provided in subsections (2) and (3), [this act] is effective
25 October 1, 1999.

26 (2) [Sections 1 through 4 and 9 and this section] are effective
27 on passage and approval.

28 (3) [Sections 6 through 8] are effective December 1, 1999.

29 NEW SECTION. **Section 31. Effective date.** [This act] is
30 effective December 1, 1999.

(Applicability)

1 NEW SECTION. Section 32. Retroactive applicability.
2 [This act] applies retroactively, within the meaning of 1-2-109, to
3 occurrences after December 31, 1998.

4 NEW SECTION. Section 33. Retroactive applicability.
5 [This act] applies retroactively, within the meaning of 1-2-109, to
6 tax years beginning after December 31, 1998.

7 NEW SECTION. Section 34. Applicability. [This act]
8 applies to proceedings begun after December 31, 1999.

(Termination)

9 NEW SECTION. Section 35. Termination. [Section 6]
10 terminates October 1, 2002.*

11 -End-

See section 4-2 for a listing of codified and noncodified
sections from the bill body.

*A repealer section may not be included in a termination
section.

REQUIRED

LC # _____

Date _____

Drafter _____

Two vertical rulers are placed on the right side of the page for scale. The ruler on the left is marked in inches from 0 to 12. The ruler on the right is marked in centimeters from 0 to 30.

CHANGES

Cancel

Hold

Add new subjects

Redo

Change drafter

Other (please explain)

MESSAGE TO CODIFIER

LC _____ BILL NO. _____

INTRODUCED BY _____

BILL DRAFTER _____

Bill
Section No.

Statute No.
Suggested[illegible]

APPENDIX S
BILL DRAFTER CHECKLIST

155

Drafter _____ Phone _____

Note: Each question on the checklist calls for "yes", "no", or N/A response. Section number references are to Bill Drafting Manual.

Conformity with state and federal Constitutions considered (section 1-2)? _____

Tribal notification required (section 1-3)? _____

Existing Montana statutes reviewed to avoid conflicts, duplication, or confusion (section 1-4)? _____

Note attached indicating source of draft (e.g., model act, other state statute, etc.) (section 1-7)? _____

Internal references checked (section 1-8)? _____

Local government fiscal impact (section 1-2)? _____

Fiscal note required (section 6-1)? _____

Fiscal impact requiring July 1 effective date (sections 4-25, 6-1)? _____

Appropriation (section 4-4(6))? _____

Code placement and applicability considered; codification instruction included in draft or suggested assignment of statute numbers attached (section 4-18, Appendix R)? _____

Title contains one subject clearly expressed (section 4-4)? _____

If state agency bill, "By Request" line included (section 4-3(4))? _____

REPEALING, RENUMBERING, OR TERMINATING AN ENTIRE CHAPTER OR PART

EXAMPLE: repealing Title 15, chapter 71, part 1

Search section text for: "title 15, chapter 71, part 1"
"title 15, chapter 71, parts" (finds "parts 1 through 4")
"title 15, chapter 71" & part or parts (finds "part 1 of Title 15, chapter 71" or "parts 1 through 4 of Title 15, chapter 71")

Search section text in Title 15 only (limit search) for: "chapter 71, parts"
"part 1"
parts & 1 (finds "parts 1 through 4 of this chapter")

EXAMPLE: repealing Title 30, chapter 8

Search section text for: "title 30, chapter 8"
"title 30, chapters"

Search section text in Title 30 only (limit search) for: "chapter 8"
chapters & 8

CHANGING A DEFINED TERM

Any time that you change a term that is defined in a definition section, you **MUST** search the appropriate part of the MCA for that term and change each occurrence. Think of as many possible (some bad) ways of using the term.

EXAMPLE: "child with disabilities" to "child with a disability"

Search section text for: "child with disabilities"
"children with disabilities"
any other variation that you can think of

CHANGING A PHRASE (DEFINED OR NOT)

EXAMPLE: youth in need of supervision

Search section text for: "youths in need of supervision"
"youth" and "supervision" (finds "a youth who is determined to be in need of supervision")

APPENDIX T TIPS ON SEARCHING

EXAMPLE: game wardens' retirement system

Search section text for:

"game wardens retirement" (Folio doesn't recognize the apostrophe in "wardens")
 "game wardens" and "retirement" (finds "highway patrol officers', sheriffs', game wardens', firefighters' unified, or municipal police officers' retirement system")

APPENDIX U
PREINTRODUCTION FORM

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**PRESSESSION AUTHORITY TO *PREINTRODUCE, NUMBER,
AND DISTRIBUTE A BILL
DO NOT RETURN THIS FORM EXCEPT TO INTRODUCE THIS BILL
SIGNING THIS FORM IS THE SAME AS SIGNING THE BILL AND
DELIVERING THE BILL TO THE CHIEF CLERK OF THE HOUSE
OR SECRETARY OF THE SENATE**

[Joint Rule 40-40(6)]

To the Executive Director of the Montana Legislative Services Division:

***I understand that signing and returning this form has the same effect as introducing the bill during the session. This preintroduction form will authorize the assignment of a bill number and distribution of the bill prior to the convening of the legislative session.**

Please PREINTRODUCE this bill by typing my name and the names of the additional sponsors (if any) on the bill, numbering the bill, and distributing the bill prior to the convening of the legislative session.

You are hereby authorized to number and distribute LC _____.01 prior to the convening of the legislative session. The subject of this bill, as reflected in the title, is:

"AN ACT"

YES, I WANT TO PREINTRODUCE THIS BILL AND
I AGREE TO SPONSOR LC _____

SPONSORED BY _____
CHIEF SPONSOR (SIGN)

CHIEF SPONSOR (PRINT)

(DATE)

Additional sponsors (Sign & Print):

**TO PREINTRODUCE THIS BILL, RETURN THIS FORM, SIGNED AND DATED,
TO THE EXECUTIVE DIRECTOR, LEGISLATIVE SERVICES DIVISION, ROOM
138, STATE CAPITOL, HELENA, MONTANA 59620-1706. A BILL NUMBER
WILL BE ASSIGNED, YOUR NAME WILL BE TYPED ON THE BILL, AND THE
BILL WILL BE DISTRIBUTED PRIOR TO THE CONVENING OF THE
LEGISLATIVE SESSION.**

DO NOT RETURN THIS FORM EXCEPT TO INTRODUCE THIS BILL

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